Reference: GW-OSC.08.117

Appendices MSc programme Communication Studies (CS)

Appendix 1   Goals of the MSc programme Communication Studies (CS)

The MSc programme Communication Studies aims to educate academics who combine a sound theoretical knowledge of communication sciences with the competencies to apply that knowledge to solving communication problems in an organizational context. These academics may be employed in organizations as researchers and designers, as communication managers, or as communication consultant. For this reason, the programme gives students the opportunity to develop their knowledge, skills, and attitudes accordingly. In the Master's phase, students may choose to specialize in a certain domain of communication studies or, if they so choose, a broader perspective. In contrast to the BSc programme, the MSc programme CS emphasizes theoretical reflection and the independent execution of research. The student demonstrates the intended competencies by the independent completion of an external or internal assignment applied in the communication studies domain.

Appendix 2   Objectives of the MSc programme CS

The MSc programme CS exposes students to new learning opportunities and specializations in broader or deeper aspects of the domain. The programme offers students as much opportunities as possible to make choices based on individual responsibilities. When students choose subject deepening, electives may be selected from within one of the four domains. Students who opt for subject broadening may follow courses from various domains. The four domains are as follows: Communication, Health Care & Public Information, New Media Research & Design, Corporate Communications, and Marketing Communications. The final evaluation criteria are the same for each of the four domains. To help students make decisions, information about the different courses is available through course descriptions, summaries of assignments, study mentors, and the thesis coordinator.

Final Evaluation Criteria
The MSc programme CS aims to prepare students for their future in such a way that they:

1.   With regard to competencies:
1.1.   (Building on the subject specific competencies of the Bachelor's phase) deepen knowledge and insights into the development, core understandings, and theories of at least one selected scientific domain of the Master's programme.
1.2.   Have knowledge and insights into the problems of social science research.
1.3.   Are familiar with the applications and limitations of communications research instruments.

2.   With regard to the research competencies/academic training (scientific competencies: the communications researcher):
2.1.   Are able to independently and strategically execute the core tasks of the scientist—formulating a problem statement, literature study, research design, data collection and analysis, reporting.
2.2.   Are able to render complex communications problems researchable.
2.3.   Are able to use scientific knowledge (theories, concepts, models, techniques) in analyzing and solving complex (research or design) problems in the domain of communications.
2.4.   Are able to construct new knowledge (theory forming, model forming, and instrument forming) based on existing knowledge, independently or by team, and to share and discuss this knowledge within scientific fora and among interested parties from the professional fields.
2.5.   Have command over the previously mentioned competencies, necessary academic and intellectual skills, such as critical, consistent, rational, and creative thinking, argumentation skills, reflexive capacities, and the ability to generalize.
3.   With regard to applications of scientific competencies/professional competencies (designer, advisor, policymaker, manager):
3.1.   Are able to offer targeted advice and information to clients and stakeholders pertaining to solutions or communications-related (design) problems as well as for designing, planning, and mentoring the implementation and evaluation course, and within that:
a) Seeing the value of a scientific attitude for performance in professional practice.
b) Having insights into the moral aspects of communications problems (ethical consciousness), possessing the skills to support arguments of conflicting values and norms, and thereby having developed a working attitude that is characterized by responsibility and quality assurance.
c) Are prepared and able to collaborate based on the principles of open communication and respect for others.
4.   With regard to development competencies:
4.1   Possess the necessary skills for independent sculpting and continuation of professional development such as reflection, information, and study skills, and are familiar with relevant sources and channels of information for communications scientists and professionals.
4.2.   Have a professional working attitude, characterized by readiness for reflection, constructive processing of feedback on results and personal performance, and an orientation toward further professional development and/or study.

Appendix 3   Admission to the MSc programme CS (section 7.13 of the WHW)

The Admission Committee assesses all applicants to the MSc programme Communication Studies on an individual basis. The assessment of the applicant's skills is based on formal as well as content-related admission criteria.

The *formal requirements* are:
- A. A bachelor's degree or equivalent (a NUFFIC credential evaluation may be part of the assessment procedure).
- B. A letter of motivation.
- C. An IELTS minimum score of 6.5 or an internet-based TOEFL (iBT) minimum score of 90.
- D. Any additional information required by the admission committee and/or the University of Twente Admission Office of (see:http://www.graduate.utwente.nl) (e.g. letters of recommendation, a resume summarising educational and professional career)

The *content-related admission criteria* require that a student possesses sufficient knowledge and skills concerning the following:
- E. The content of the domain of communication science.
- F. Research methodology.
- G. Communication research methods and techniques
- H. Research techniques, including the use of statistics for data analysis

Ad E: Content of the domain
A student meets the domain-specific admission criterion if he/she possesses a Bachelor's or Master's degree in a domain that is similar or related to the domain of this definition, and/or if he/she has substantial relevant work experience from which he/she has mastered the aforementioned conceptual knowledge.

Ad F: Research methodology
This refers to the main concepts, procedures, and methods used in social science research, and which aim at systematic, conceptual (literature) analysis, modes of data collection, data analytical schemes, and procedures for interpretation of findings, in order to better understand social phenomena and processes, and/or to support all levels of making choices in and for social reality. This methodology supports the systematic design, execution, and evaluation of research activities. A student's basic mastery of this methodology should be proven by courses he/she has done in this area, and/or reports of research projects or activities he/she has been involved in substantially.

Ad G: Communication research methods and techniques
This refers to the main research questions relevant in communication research and the methods and techniques that are used, the merits and restrictions of the various methods and techniques within communication research, and an overview of applied research as an object of communication research. A student's basic mastery of these methods and techniques should be proven by courses he/she has taken in this area, and/or reports of research projects or activities he/she has been involved in substantially.

Ad H: Research techniques, including the use of statistics for data analysis
This area is dedicated to the skills and understanding of techniques for collection and for analysis of both quantitative and qualitative data. If a student masters this area he/she is able to apply descriptive statistics (distribution, correlation, regression, cross tabling), theory of probability (calculation, expectation, variance, binomial distribution), and aspects from inductive statistics (average based conclusions with known population deviation). Experience with the use of SPSS or comparable computer-based statistical packages is part of this mastery. Evidence of this can be presented by content review of courses he/she has done, and/or use of these techniques in research, demonstrated by means of a report or an article.

On behalf of the Director of Educational Programmes, the programme's Admission Committee will review the information and documents presented and will decide whether a student meets all criteria sufficiently.

In addition to the fact that basically international and Dutch applicants are subject to the same formal and content-related admission requirements, the academic background of Dutch applicants requires further explanation. In this respect the following categories of applicants have to be distinguished:

1. Applicants with a Bachelor's degree in Communication Science awarded by a Dutch research university
   Applicants with a Bachelor's degree in Communication Science awarded by the Radboud University Nijmegen, University of Amsterdam or the Vrije Universiteit Amsterdam will be admitted to the programme without further restrictions.

2. Applicants with a Bachelor's degree in Communication and Information studies awarded by a Dutch research university
   Applicants with a Bachelor's degree in Communication and Information studies awarded by the Radboud University Nijmegen, University of Groningen, Utrecht University, University of Amsterdam, Tilburg University or the Vrije Universiteit Amsterdam will only be admitted to the programme after they have successfully pasted the Communication Studies pre-master's programme courses *Data-analysis and measurement 2* (196056) and *Theory communication research* (246035)

3. Applicants with another Bachelor's or Master's degree awarded by a Dutch research university
   Applicants with another Bachelor's or Master's degree than Communication Science or Communication and Information studies, but in a related field and awarded by a Dutch research university will be admitted upon completion of the domain-specific units of study of the Communication Studies pre-master's programme. Optional exemptions for units of study will be assessed by the programme's Admission Committee.

4. Applicants with another Bachelor's degree awarded by the University of Twente
   Applicants with a Bachelor's degree in Educational Design, Management & Media, Health Sciences, Psychology or Public Administration will be admitted to the programme after they have successfully completed the pre-master's CS units of study: Communication Science (247041) and Theory Communication Research (246035).
   Applicants with a Bachelor's degree in Business Administration will be admitted to the programme after they have successfully pasted the pre-master's CS units of study Communication Science (247041), Theory Communication Research (246035) and Data-analysis and Measurement 2 (196056).
   Applicants with a Bachelor's degree in Industrial Engineering and Management will be admitted to the programme after they have successfully completed the pre-master's CS units of study Communication Science (247041), Theory Communication Research (246035), Research Methodology (196051) and Academic Writing (241224).
   Applicants with a Bachelor's degree, other than the above mentioned degrees, awarded by the University of Twente will be admitted to the programme after completion of the pre-master programme Communication Studies, where optional exemptions for units of study will be assessed by the programme's Admission Committee.

Students from the faculty Behavioural Sciences Bachelor's degree programme Communication Studies who already have successfully completed year #1 and year #2 (B1 and B2) (total 120 EC), plus the units of study Theory Communication Research (246035) and Practical Communication Research (246039) from year #3 (B3) are entitled to start provisionally with CS master's degree units of study. However they are NOT allowed to start with the CS master's degree final project. After having attained their CS bachelor's degree, these students will be registered as master's degree student.

5. Applicants with a Bachelor's degree in a related field awarded by a Dutch University (college) for professional education (HBO-instelling)
   Students with a Bachelor's degree in a related field awarded by a Dutch university for professional education (HBO-instelling will be admitted if they have successfully completed the pre-master's programme Communication studies.

Full information on the admission requirements for the pre-master's programme Communication Studies (e.g. sufficient knowledge in Mathematics A1, 2 at pre-university education level (in Dutch: VWO)) can be obtained from the study programme's website:
http://cs.graduate.utwente.nl/nl/toelating/

Note: Students who are admitted to the CS master's degree programme and who already have successfully completed units of study from this programme (see appendix 5) in the framework of another bachelor's degree programme are not allowed to take those units of study as a part of their master's degree Communication Studies.

Pre-Master's Programme

In case the CS Admission Committee has assessed that an applicant first has to complete successfully (parts of) the CS pre-master's programme before being admitted to the CS master's programme, he/she needs to demonstrate:
1. Mastery of mathematics. In this respect '*Mathematics A1, 2*' or equivant at pre-university education level - in Dutch: VWO - is leading. If this is not the case the applicant may take one of the mathematics courses offered by the faculty. However, these courses are only offered in Dutch. Full information on the mathematics courses can be obtained from the study programme's website:
http://www.gw.utwente.nl/onderwijs/wiskundecursusinfo.doc/ (in Dutch).
2. Fluency in the English language, e.g. a minimum score of (or equivalent to) 6.5 on the IELTS or 90 on the iBT is recommended (for non-Dutch applicants obligatory)

The pre-Master's programme consists of units of study that prepare a student for applied, design or evaluation-oriented, scientific reasoning and research during his/her Master's trajectory. Therefore, all pre-Master's units of study (to be decided by the Master's programme Admission Committee) must be successfully completed before one can formally begin the Master's programme.

The pre-master's programme is only offered in a full-time mode and takes 1 semester on the basis of 40 hours of study per week.

Moreover:
1. The fully in Dutch communicated mode of the pre-master's programme starts mid of August,
2. The fully in English communicated mode of the pre-master's programme starts the end of January,

The pre-master's programme mainly consists of courses that prepare a student for applied, design and evaluation-oriented, scientific reasoning and research during his/her master's programme. The pre-master's courses are:
- Communication Science (247041) – 5 EC
- Academic Writing (241224) – 5 EC
- Data-analysis and Measurement 1 (196055) – 5 EC
- Data-analysis and Measurement 2 (196056) – 5 EC
- Research Methodology (196051) – 5 EC
- Theory communication research (246035) – 5 EC

Full information on these courses is available via VIST (http://www.utwente.nl/vist)

Note: The maximum registration period for completing the pre-master's programme is two (2) years. During this period a student may maximal sit three (3) times for an interim examination. In addition if he/she has failed to pass the third time one of the following interim examinations 196055, 196056 or 196051, he/she will receive a negative and binding study-advice. The student consequently will be excluded from the pre-master's programme Communication Studies.
Additionally a student will not be admitted to the pre-master's programme CS in case he/she has, within the framework of another University of Twente pre-master's programme, already reached the maximum of three sits for an examination of the aforementioned units of study (196051, 196055 and 196056).

Study Advice

Basically all pre-master's courses must be successfully completed before one can formally start the Master's programme. The master's degree programme Admission Committee has the final say in this respect.

Pre-master students are provided, with a <u>first</u> written recommendation referred to as 'study advice' (studieadvies) on the continuation of his/her pre-master programme halfway their studies (i.e. at the end of <u>quartile</u> 1 or 3 (depending on the start of their pre-master's trajectory) but before the exams of that quartile.

The <u>second</u> written recommendation is provided at the end of the semester. This second study advice will be positive if at that moment the pre-master's programme is completed successfully. The study advice is negative and <u>binding</u> if the student has completed less than 10 European Credits (EC's). The student will consequently be excluded from the pre-master's programme.

In addition, the following applies:
1. If a student has completed 20 or 25 EC's (including the courses 247041, 196055 and 241224) he/she may continue the pre-master's programme and is also allowed to take master's degree units of study. However, the remaining pre-master's courses have to be completed within one year of study. Otherwise the student will be excluded from participation in master's degree units of study.
2. If a student has completed 15 EC's (including the courses 247041, 196055 and 241224) he/she may continue the pre-master's programme and is allowed, after having consulted the study counsellor, to follow a limited number of master courses. However, also in this case the remaining pre-master's courses have to be completed within one year of study. Otherwise the student will be excluded from participation in master's degree units of study.
3. If a student has completed 10 EC's he/she may continue the pre-master's programme but he/she is <u>not</u> allowed to take master's degree units of study. Besides, he/she has to make an appointment with the study counsellor in order to discuss the possibilities for successfully completing the pre-master's programme.

Note: With respect to the aforementioned procedures on study advices, pre-master's students who are registered as <u>part-time</u> participants are provided with a first written recommendation on the continuation of their pre-master's programme at the end of the first <u>semester</u> of their studies, i.e. at the end of quartile 2 or 4 (depending on the start of their pre-master's trajectory) but before the exams of those quartiles.

The <u>second</u> written recommendation is provided at the end of the second semester of their studies. The second written recommendation is positive if at that moment the pre-master's programme is completed successfully. The recommendation is negative and <u>binding</u> if he student has completed less than 10 EC's. The student will consequently be excluded from the pre-master's programme.

Appendix 4   Language in the MSc programme CS

The language of communication in the MSc programme Communication Studies is primarily Dutch.

However this premise requires some additional explanation:
- All obligatory study materials are in English.
- All classes (seminars, workshops, practicals, others) are taught in English as long as non-Dutch speaking students are involved. The following courses are offered in English, because these courses are open for foreign students:
  - Knowledge management in learning organisations (240320)
  - Interface and interaction design (240420)
  - ICT and organisations (240440)
  - Project ICT and organisations (240446)
  - User support (247047)
  - New media and Society (240431)
  - Visual literarcy and visual communication (240450)
  - E-government: communication and organisation (240460)
  - Mass media use and effects (293307)
  - Computergames studies (293405)
- All written examinations and interim examinations are composed in English as long as non-Dutch students are involved.
- Communication between a student and an instructor may revert to Dutch if no non-Dutch participants are involved.
- Students who master Dutch are allowed to complete their examinations and interim examinations in Dutch as long as no non-Dutch students are involved.
- Non-Dutch students are supposed to be aware of the aforementioned rules with regard to the use of English and Dutch.

Appendix 5   Structure of the (pre-)MSc programme CS

Pre-master's programme

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
196055	Data analysis and measurement 1	5	1	**Vos**, Tielen	In class examination and SPSS-assignment
196056	Data analysis and measurement 2	5	2	**Vos,** Tielen	In class examination and SPSS-assignment
196051	Research methodology	5	1	Vos	In class examination
246035	Theory communication research	5	2	**M.D.T de Jong**, Van der Hoeven, Van Hoof, Gosselt	In class examination
241224	Academic writing pre-master	5	1 and 2	Brinkman	Assignments
247041	Communication Science	5	1 and 2	**Van der Geest**, Ben Allouch	In class examination and assignments
Second semester					
196055	Data analysis and measurement 1	5	3	**Vos**, Tielen	In class examination and SPSS-assignment
196056	Data analysis and measurement 2	5	4	**Vos**, Tielen	In class examination and SPSS-assignment
196051	Research methodology	5	3	Vos	In class examination
246035	Theory communication research	5	4	**M.D.T de Jong**, Van Hoof, Van der Hoeven, Gosselt	In class examination
241224	Academic writing pre-master	5	3 and 4	Brinkman	Assignments
247041	Communication Science	5	3 and 4	**Van der Geest**, Ben Allouch	In class examination and assignments

Master's programme

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
240111	Communication with patients	5	1 and 2	**Boer**, Taal	Assignments and presentation
240130	Multicultural communication and healthcare	5	1 and 2	**Boer**, Taal	Duo assignment and presentation
240212	Psychology of advertising	5	1	vacancy	In class examination
240221	Marketing communication and consumer behaviour	10	1 and 2	Galetzka	In class examination and assignments
240240	Experimental research in advertising	5	2	vacancy	Assignments
240320	Knowledge management in learning organisations	10	1 and 2	**De Hoog**, Leemkuil	In class examination and assignments
240420	Interface and interaction design	10	1 and 2	Van der Geest	In class examination and assignment
240440	ICT and organisations	5	1	S.A. de Vries	In class examination
240446	Project ICT and organisations	5	2	S.A. de Vries	Assignment
240540	Public communication in (inter)national context	10	1 and 2	Seydel	In class examination and assignment
247047	User support	10	1 and 2	Steehouder	In class examination and assignment
240311	Strategic management of organizational communication	5	2	Van Gemert	In class examination
240351	Corporate identity and reputation management	10	1 and 2	M.D.T. de Jong	In class examination
293405	Computer games studies	5	2	Peters	In class examination and assignment
Second semester					
240102	Public health communication	10	3 and 4	**Drossaert**, Taal	Assignments and presentations
240151	Entertainment-Education	10	3 and 4	**Pieterse**, Drossaert	Assignment
240200	Interactive marketing	5	3	**S.A. de Vries**, P.W. de Vries	In class examination and assignment
240205	Research in Interactive marketing	5	4	**S.A. de Vries**, P.W. de Vries	Assignment
240233	Rhetoric and argumentation	10	3	Steehouder	In class examination
240235	Rhetoric and argumentation: assignment	5	4	Steehouder	Assignment
240300	Crisis and risk communication	5	4	Gutteling	In class examination
240301	Assignment crisis and risk communication	5	4	Gutteling	Assignment

240250	Persuasive communication	5	3	**Pruyn**	In class examination
240340	Communication consultancy during innovation and change	5	3	**Seydel**, Van Vuuren,	In class examination
240360	Employee communication	5	4	Koning, **M.D.T. de Jong,** Van Vuuren, Ter Hoeven	In class examination
240431	New media and society	5	3	Van Dijk	In class examination
240435	ICT, society and policy Assignment	5	4	Van Dijk	Assignment
240511	Communication of service organisations	5	3	**Steehouder**, Pruyn	In class examination and assignments
240312	Assignment Strategic management of organizational communication	5	3	Van Gemert	Assignment
240460	E-government: communication and organization	5	4	**Pieterson**, Van Dijk	In class examination and assignments
293307	Massmedia use and effect	5	3	Peters	In class examination and assignments
240450	Visual Language	5	4	S.A. de Vries	Assignments
249100	Master's thesis project	30		Faculty staff member of graduation committee	Project report and presentation

Appendix 6   Adjusting examination formats due to a handicap (art. 4.1 par. 5)

Dyslexia ruling*

- The student in question shares proof of dyslexia with the programme's study counsellor and has a conversation with him/her.
- The student can sit for the interim examination in a separate location; the exam time may be extended by 50% with a maximum of one (1) hour and 30 minutes (if necessary, additional regulations may be implemented by the study counsellor).
- The study counsellor informs relevant lecturers of the situation.
- The student will receive a copy of a letter to the lecturers outlining the ruling.
- The student registers for each exam using TAST and informs the lecturer(s), in terms of timing identical to the regular registration procedure that he/she would like to make use of the dyslexia ruling.
- The information (proof of dyslexia, ruling with agreements, and any correspondence) is stored in the student's file.

* Where applicable, this ruling applies for every handicap.

Appendix 7 Prerequisites in the MSc programme CS

Start Master thesis project
In general, a student has to complete 20 EC's of the 30 EC's of his/her coursework before he/she may start his/her final Master thesis project.

In addition the following applies:

Code	Course name	Obligatory prior knowledge
240240	Experimental research in advertising	240212 Psychology of Advertising
240301	Assignment Crisis and risk communication	240300 Crisis and risk communication
240312	Assignment Strategic management of organizational communication	240311 Strategic management of organizational communication
240235	Rhetoric and argumentation: assignment	240233 Rhetoric and argumentation

Appendix 8 Registration to and withdrawal from units of study and interim examinations

Registering and withdrawing from courses

For each Master's programme's unit of study a student would like to follow, there is a registration procedure. This registration should take place via TeleTOP (the university's electronic course management system). For units of study that use seminars or practicals as the dominant teaching method, an alternative registration procedure may also take place (e.g. through written signup sheets). If applicable, information regarding such a signup sheet will be available on the TeleTOP-site of the related unit of study.

The exact time when students may sign up for units of study is published and updated regularly via the TeleTOP system. Students, who would like to register for units of study after the final sign up date, may submit a request to the TeleTOP co-ordinator. Approval for participation will be dependent on the total number of registered participants and whether or not the examiner deems it feasible to allow additional participants.

Contractual students, subsidiary students, 'backpack students', exchange students, and other non-traditional students, desiring to follow units of study must contact the TeleTOP co-ordinator. Registration for these students will only take place through the co-ordinator.

A registered student who later decides not to participate in a course has to withdraw from the unit of study before the final registration date.

Note: when a student registers for a unit of study, he/she will receive on the concerning TeleTOP-site a message that states that:

- participation in the unit of study may require specific prior knowledge;
- in case the student does not possess the obligatory prior knowledge, he/she has to withdraw from the unit of study before the final registration date (in case there are doubts the student needs to contact his/her study counsellor);
- in case of unpermitted participation, a possible student's interim examination will not be graded (art. 3.2);
- in order to prevent unpermitted sitting for interim examinations, faculty staff will check whether a student has registered for participation through TAST during the interim examination;
- in order to prevent unpermitted sitting for interim examinations, faculty staff will check the identity of the students through their student identification cards during the interim examination.

Registering and withdrawing from interim examinations

The registration for participation in interim examinations is compulsory through TAST. For each interim examination, students must sign up separately. Registration can take place until 8 days before the examination period. The examination period starts the Monday when the first examinations are held. After this date, registration will no longer be accepted.

Being registered thus means having the right to participate (provided that the student possesses the required prior knowledge). For these students, sufficient seating will be arranged in the examination room and sufficient copies of the exam will be available.

Note: The staff of the Educational Service Centre will check the TAST registration list whether the registered students are entitled to sit for the interim examination. They will mark those students who unpermittedly intend to sit for the interim examination and they will inform the examiner(s).

When students have registered for an interim examination, they have the right to withdraw from it until one day before the exam.

All arrangements regarding registration, withdrawals, and extenuating circumstances are to be handled through the Educational Affairs Offices of the faculty's Educational Service Centre and **not** through the lecturer of the unit of study.

Appendix 9 Procedures during interim examinations

1. In the examination rooms, seats are indicated by their prepared examination papers.

2. The students are required to be seated before the start of the interim examination. Students who arrive late may only sit the interim examination if no other student has left the examination room in the meantime. Students arriving more than half an hour late cannot sit the interim examination.

3. Students must remain sufficiently calm and quiet so as not to hinder fellow students in any way.

4. In case the examiner uses test cards (grade slips), students must complete them completely and legibly with a pen, including the student number, name, initials, address, unit of study code, and date. Also fill in the <u>programme</u> in which you are enrolled. If you are enrolled in more than one programme, indicate the programme where details on the unit of study in question must be kept.

5. Upon completion of the interim examination, each page of the examination paper should include a clearly legible name with initials and the student number. Any student who has not been able to answer any of the questions on the interim examination will submit one page including name, initials, and student number. Interim examinations consisting of multiple pages should be folded together.

6. The work will be submitted to the proctor. When departing examination rooms, students will remain sufficiently calm and quiet so as not to hinder fellow students in any way.

7. A brief bathroom break is possible if approved by the proctor. This facility may only be offered to one person per room at a time.

8. Bags, books, and so forth may not be brought into the room unless with explicit permission. There may be an opportunity to leave items at the front of the examination room.

9. Students may have at their desks only those items deemed absolutely necessary for completing the interim examination.

10. Students are forbidden to have any direct or indirect contact with each other, inside or outside of the examination room, during the examination time.

11. In cases of academic offence, the interim examination will be declared invalid. The result will be a grade of 1. In addition, further reaching repercussions may be sought.

12. In cases of unpermitted participation the student's interim examination will not be graded. In addition, further reaching repercussions may be sought.

13. In each examination room, at least one proctor will be present who is associated with the unit of study to which the exam is related. All directions given by this person should be followed. Complaints from the students may only be addressed after the interim examination has taken place.

14. Students must bring their student identification cards to the interim examination and must place them visibly on the examination desk.

15. The use of calculators, organisers, notebooks, mobile telephones or other electronic call apparatus is, unless explicitly approved by the proctor, forbidden. Mobile telephones must be switched off during interim examinations.

16. During interim examinations that take longer than two course hours, complimentary coffee or tea will be served.

17. When students hand in their work, they have to paraph the attendance list, and show their student card or other certified identity card to the proctor, before leaving the examination room.

Appendix 10 Board of Examiners CW/CS

Board of Examiners CW/CS

Chair: Prof. Dr. J.A.G.M. van Dijk
Members: Prof.dr. R. de Hoog
                Prof.dr. M.F. Steehouder
                Dr. E. Taal
                vacancy

Clerk: vacancy

Secretary: vacancy

Advisors: Dr. M.D.T. de Jong, director of educational programmes
                Drs. P.M.J. Sevens, programme co-ordinator
                Drs. M.H. Tempelman, graduation co-ordinator
                J.W.M. Luijerink, study counsellor