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Appendices MSc programme Communication Studies (CS)

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

The MSc programme Communication Studies aims at educating academics who combine a sound theoretical knowledge of communication sciences with the competencies to apply that knowledge to solving communication problems in an organisational context. These academics may be employed in organisations as researchers and designers, as communication managers, or as communication consultants. For this reason, the programme offers students the opportunity to develop their knowledge, skills, and attitudes accordingly. In the Master's phase, students have to specialise in a certain domain of communication studies. In contrast to the BSc programme, the MSc programme CS emphasises theoretical reflection and the independent execution of research. The student demonstrates the intended competencies by the independent completion of an external or internal project 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 specialisations in deeper aspects of the domain. Students have to choose between one out of four domains. The four domains are as follows: Marketing Communication, Corporate Communication, New Media and Communication, and Health Communication. The final evaluation criteria are the same for each of the four domains. To assist students in choosing for detailed domain-related information, several sources are available: course descriptions, summaries of assignments. Students also may consult the study counsellor or the thesis coordinator.

Final Evaluation Criteria

The MSc programme CS aims at preparing students for their future as follows:

1. With regard to generic 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 CS.
- 1.2. Have knowledge and insights into the problems of social science research.
- 1.3. Are familiar with the applications and limitations of communication 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 analysing and solving complex (research or design) problems in the domain of communication studies.
- 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 domain.
- 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 generalise.

3. With regard to the application 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 communication science-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 characterised 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 being familiar with relevant sources and channels of information for communications scientists and professionals.
- 4.2. Have a professional working attitude, characterised 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)

On behalf of the Director of Educational Programmes, the programme's Admission Committee assesses all applicants to the MSc programme Communication Studies on an individual basis. They will review the information and documents presented and will decide whether a student meets all criteria sufficiently. The assessment of the applicant's skills is based on formal as well as content-related admission criteria.

The Admission Committee assesses all applicants to the MSc programme Communication Studies on an individual basis.

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. For non-Dutch applicants obligatory. Not obligatory for Dutch applicants.
- C. An IELTS minimum score of 6.5 or an internet-based TOEFL (iBT) minimum score of 90. For non-Dutch applicants obligatory. Not obligatory for Dutch applicants.
- 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).

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.

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

Applicants with another Bachelor's or Master's degree awarded by a Dutch research university or a Dutch university for professional education (HBO-instelling) will not be admitted directly to the master's programme. They first have to complete successfully the pre-master's programme Communication Studies of 59 ECTS credits (EC). To be admitted to the pre-master's programme applicants must meet a number of formal and content-related criteria.

The *formal related admission criteria* to the CS pre-Master's programme are:

An applicant has to provide evidence on having fully completed a bachelor's degree programme from a Dutch university for professional education (HBO-instelling), i.e. at least 240 EC's, or a fully completed bachelor's degree programme from a Dutch research university, i.e. at least 180 EC's.

The *content-related admission criteria* are that applicants must have a Bachelor's or Master's degree in a related field (to be assessed by the programme's Admission Committee) and awarded by a Dutch research university or a Dutch university for professional education (HBO-instelling).

A related field implies that an applicant possesses sufficient knowledge and skills with regard to 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.
- I. Academic writing
- J. Mastery of mathematics
- K. Mastery of English

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.

Ad I. Academic writing

This area is dedicated to the skills and understanding of the use of scientific literature as the basis for writing scientific texts. If a student masters this area he/she is able to: independently search for relevant scientific literature and assess its quality, derive arguments from scientific literature and use them for their own scientific texts, properly use academic reporting conventions, such as citations in-text and list of works cited, in their own texts, clearly define and use concepts from external sources in their own arguments, write a literature review based on a finite amount of literature. Evidence of this can be presented by content review of courses he/she has done, and/or use of these skills in research, demonstrated by means of a report or an article.

Ad J. Mastery of mathematics

Mastery of mathematics. In this respect 'Mathematics A1, 2' or equivalent 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).

Ad K. Mastery of English

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).

Applicants with a Bachelor's or Master's degree in a non-related field (to be assessed by the programme's Admission Committee) and awarded by a Dutch research university or a Dutch university for professional education (HBO-instelling) will not be admitted to the pre-master's programme Communication Studies.

Pre-Master's Programme

The pre-master's programme consists of obligatory and elective courses. The obligatory courses prepare a student for applied, design and evaluation-oriented, scientific reasoning and research during his/her master's programme. The elective courses are introductions in the four specialisations offered within the MSc programme CS. Students are obliged to follow at least from two Master specialisations the elective courses (maximum 16 EC).

The pre-master's obligatory 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
- Communication Research (246036) – 4 EC
- Philosophy of Communication (246009) – 4 EC
- Pre-master Assignment (246090) – 10 EC.

The pre-master's elective courses are:

- Corporate Communication (245022) – 8 EC
- Public Health Communication (241500) – 4 EC
- Communication and Healthcare (241505) – 4 EC
- Markering Communication (241307) – 8 EC
- New Media and Communication (241307) – 8 EC

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

The pre-master's programme is only offered in a full-time mode and takes one year on the basis of 40 hours of study a week. The pre-master's programme starts mid of August or the end of January. In case of participation of international students, than the obligatory courses and the elective course *New Media and Communication* of the pre-master's programme will be offered in English.

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.

Conditions of enrolment

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 exam. If he/she has failed to pass the third time one ore more exams 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 following units of study (196051, 196055, 196056 and 241224).

Binding recommendation (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 first 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 quartile 2 or 4 (depending on the start of their pre-master's trajectory) but before the exams of that quartile.

The second written recommendation is provided at the end of the second 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 binding if the student has completed less than 36 European Credits (EC's). The student will consequently be excluded from the pre-master's programme.

Note: With respect to the aforementioned procedures on study advices, pre-master's students who are registered as part-time participants are provided with a first written recommendation on the continuation of their pre-master's programme at the end of the second semester of their studies (depending on the start of their pre-master's trajectory).

The second written recommendation is provided at the end of the second year 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 binding if he student has completed less than 36 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 in case non-Dutch speaking students participate.
- The following courses are offered in English, because these courses are open to international students:
 - Interface and Interaction Design (240420)
 - New Media in Corporate Communication (240470)
 - Living in a Digital World (240475)
 - Computer Games Studies (293405)
 - User support (247046)
 - Assignment User Support (247048)
 - New Media and Society (240431)
 - Visual Literacy and Visual Communication (240450)
 - E-government (240460)
 - Mass Media Use and Effects (293307)
- All written exams and tests are composed in English in case non-Dutch students participate.
- 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 if no non-Dutch students participate.
- 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

The pre-master's programme consists of obligatory and elective courses. The obligatory courses prepare a student for applied, design and evaluation-oriented, scientific reasoning and research during his/her master's programme. The elective courses are introductions to the four domains/specialisations offered within de MSc programme CS. Pre-master's students are obliged to elective courses from at least two (2) different master's programme specialisations (maximum 16 EC).

The pre-master's obligatory 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
- Communication Research (246036) – 4 EC
- Philosophy of Communication (246009) – 4 EC
- Pre-master Assignment (246090) – 10 EC.

The pre-master's elective courses are:

- Corporate Communication (245022) – 8 EC
- Public Health Communication (241500) – 4 EC
- Communication and Healthcare (241505) – 4 EC
- Markering Communication (241307) – 8 EC
- New Media and Communication (241307) – 8 EC

In terms of timing, students always must start with the obligatory courses:

- Communication Science (247041) – 5 EC
- Data-analysis and Measurement 1 (196055) – 5 EC
- Research Methodology (196051) – 5 EC

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

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.

Overview of pre-master's courses:

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
196055	Data Analysis and Measurement 1	5	1 or 3	Vos, Tielen	In class examination
196056	Data Analysis and Measurement 2	5	2 or 3	Vos, Tielen	In class examination
196051	Research Methodology	5	2	Vos	In class examination
246036	Communication Research	4	3	Verhoeven, Gosselt	In class examination
241224	Academic Writing pre-master	5	1 or 3	Draaijer, Kotamraju	In class examination and assignments
247041	Communication Science	5	1 and 2 or 3 and 4	Ben Allouch, Kotamraju	In class examination and assignments
246090	Pre-master Assignment	10	3 and 4	Timmer	Assignment

246009	Philosophy of communication	4	2 or 4	Aydin	In class examination
245022	Corporate Communication	8	1 and 2	Gosselt, Vuuren Janssen Verhoeven Vries	In class examination and assignments
241500	Public Health Communication	4	1	Droassaert Pieterse	In class examination and assignments
241505	Communication and Health Care	4	2	Taal, Gemert-Pijnen	In class examination and assignments
241307	Marketing Communication	8	3 and 4	Van Rompay Pruyn	In class examination and assignments
243130	New Media and Communication	8	3 and 4	Pieterse Ben Allouch Karreman Kotamraju Van der Geest	In class examination and assignments

Master's programme

Before starting with the master's programme the student has to choose between one of the four specialisations:

1. Marketing Communication
2. Corporate Communication
3. New Media and Communication
4. Health Communication

Per specialisation the generic the study trajectory looks as follows:

1. Obligatory courses (15 EC)
 - Core course of the chosen specialisation (10 EC).
 - At least one specialisation course of the chosen specialisation (5 EC).

Note:

The student determines during which semester he/she will take the chosen core course and/or specialisation course. Starting September 2009 the specialisations *Marketing Communication* and *Corporate Communication* will be offered in a delivery mode, implying that a student in one of these specialisations is bound to take the 10 EC core course that is explicitly part of the concerned specialisation only. They are not allowed to take more than one core courses, because of the content-related overlap. These core courses are offered twice per year (i.e. each semester). The specialisations *New Media and Communication* en *Health Communication* will be offered in a new delivery mode starting September 2010. From that date, students in these specialisations have to choose courses with a study load of 10 EC's from the total set of offered courses in the concerned specialisation, in stead of one (1) core course.

2. Specialisation and elective courses (15 EC)

- The student chooses elective courses from a (per specialisation) standard set of specialisation and elective courses, which has been approved beforehand by the programme's Board of Examiners.
- The student may submit a request to the CS programme's Board of Examiners for taking courses which do not belong to the standard set of specialisation/elective courses on master's degree level, up to a maximum study load of 10 EC. Note: a student even may propose courses from outside the University of Twente.

In the set of courses in the master's degree programme CS there are six (6) courses which are also component other master's degree programmes in the faculty of behavioural Sciences. A CS master's degree student is allowed to choose maximal two (2) out of these six (6).

This set of courses embodies:

Course name	Quartile	Study load
Persuasive Communication	1	5
Interface and Interaction Design	1 and 2	10
eHealth and Quality of Care	1	5
Environmental Perception and Behaviour	2	5
Computer Games Studies	2	5
Mass Media Use and Effects	3	5

3. Master thesis project (30 EC)

In general, a student may start his/her Master thesis project upon having completed successfully his/her coursework in terms of study load at least 20 out of 30 EC. On top, the specialisations *Marketing Communication* and *Corporate Communication* require that a student has successfully completed the core course and the specialisation course. The specialisations *New Media and Communication* and *Health Communication* require, in terms of study load, that 10 EC of the specialisation-specific courses must be completed successfully.

Specialisation Marketing Communication

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
Core course					
240221	Marketing Communication and Consumer Behaviour	10	1 and 2	Galetzka Pruyn Dijkstra	In class examination and assignments
Specialisation course					
240250	Persuasive Communication	5	1	Pruyn Velkamp	In class examination
Elective courses					
240233	Rhetoric and Argumentation	5	1	Steehouder	In class examination and assignments
240260	Environmental Perception and Behaviour	5	2	Dijkstra	In class examination and poster presentation
Second semester					
Core course					
240221	Marketing communication and Consumer Behaviour	10	3 and 4	Galetzka Pruyn Dijkstra	In class examination and assignments

Specialisation course					
240511	Communication of Service Organisations	5	4	Steehouder Pruyn Galetzka P.W. de Vries	In class examination and assignment
Elective courses					
240200	Interactive marketing	5	3	P.W. de Vries S.A. de Vries	In class examination and assignment
240270	Commercial Communication	10	3 and 4	Veltkamp	In class examination and assignment

Specialisation Corporate Communication

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
Core course					
240370	Corporate and Organizational Organization	10	1 and 2	De Jong Van Vuuren	Assignments
Specialisation course					
240365	Reputation Management	5	2	De Jong, Timmer, Bolhuis	In class examination and assignments
Elective courses					
240541	Public Information in (Inter)national Context	5	1 and 2	Seydel Van Vuuren	In class examination and assignments
240375	Corporate Visual Identity Management	5	1	Bolhuis	In class examination and assignments
240470	New Media in Corporate Communication	5	1	S.A. de Vries	Assignments and presentation
240380	Technological Innovations in Organisations	5	2	Van Gemert-Pijnen	Assignment and presentation
Second semester					
Core course					
240370	Corporate and Organizational Organization	10	3 and 4	De Jong Van Vuuren	Assignments
Specialisation course					
240360	Employee communication	5	4	Van Vuuren Janssen Verhoeven	In class examination
Elective courses					
240340	Communication Consultancy during Innovation and Change	5	3	Van Vuuren Seydel	In class examination and assignment
240271	Learning Organizations: A Communication Perspective	5	3	S.A. de Vries Leemkuil	In class examination
240305	Conflict and Negotiation	5	3	Giebels	
240300	Crisis and risk communication	5	4	Gutteling Ter Huurne	In class examination

Specialisation New Media and Communication

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
<i>Elective courses</i>					
40420	Interface and interaction design	10	1 and 2	Van der Geest Kotamraju Van Velsen	In class examination and assignment
293405	Computer Games Studies	5	2	Peters	Assignment
240475	Living an a Digital World	5	2	Ben Allouch, Kotamraju	Assignment
Second semester					
<i>Elective courses</i>					
293307	Mass Media Use and Effect	5	3	Peters	Examination
240431	New Media and Society	5	3	Van Dijk	Assignments
247046	User Support	5	3	Steehouder	Oral exam
240450	Visual Literacy and Visual Communication	5	4	Kommers	Assignments
240460	E-government	5	4	Pieterse	In class examination and assignment
247048	Assignment User Support	5	4	Steehouder	Assignment

Specialisation Health Communication

Code	Course name	Study load in EC	Quartile	Examiner(s)	Mode of evaluation
First semester					
<i>Elective courses</i>					
240111	Communication with Patients	5	1 and 2	Boer Taal Braakman- Jansen	Assignments
240130	Multicultural Communication and Healthcare	5	1 and 2	Boer Taal Braakman- Jansen	In class examination and assignment
411260	eHealth and Quality of Care	5	1	Van Gemert- Pijnen, Kelders, Nijland, Verhoeven	Assignment and presentation
Second semester					
<i>Elective courses</i>					
240151	Entertainment Education	10	3 and 4	Pieterse Drossaert Bourman	Assignments
240102	Public Health Communication	10	3 and 4	Drossaert Pieterse Taal	In class examination and assignment

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 exam 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 to every handicap.

Appendix 7 Prerequisites in the MSc programme CS

In general, a student may start his/her Master thesis project upon having completed successfully his/her coursework in terms of study load at least 20 out of 30 EC. On top, the specialisations *Marketing Communication* and *Corporate Communication* require that a student has successfully completed the core course and the specialisation course. The specialisations *New Media and Communication* and *Health Communication* require, in terms of study load, that 10 EC of the specialisation-specific courses must be completed successfully.

Appendix 8 Registration to and withdrawal from units of study and exams

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 Blackboard (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 Blackboard-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 Blackboard system. Students, who would like to register for units of study after the final sign up date, may submit a request to the Blackboard 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-regular students, desiring to participate in units of study must contact the Blackboard 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 unit of study 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 Blackboard-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 exam will not be graded (art. 3.2);
- in order to prevent unpermitted sitting for exams, faculty staff will check whether a student has registered for participation through TAST during the exam;
- in order to prevent unpermitted sitting for exams, faculty staff will check the identity of the students through their student identification cards during the exam.

Registering and withdrawing from exams

The registration for participation in exams is compulsory through TAST. For each exam, 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 exams 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 exam. They will mark those students who unpermittedly intend to sit for the exam and they will inform the examiner(s).

When students have registered for an exam, 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 exams

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 exam. Students who arrive late may only sit the exam if no other student has left the examination room in the meantime. Students arriving more than half an hour late cannot sit the exam.
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 programme 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 exam, 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 exam will submit one page including name, initials, and student number. Exams 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 exam.
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 exam 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 exam 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 exam has taken place.
14. Students must bring their student identification cards to the exam 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 exams.
16. During exams 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. M.F. Steehouder
Members: Prof. dr. J.A.G.M. van Dijk
Drs. G.W. Brinkman
Dr. E. Taal
Dr. ir. P.W. de Vries
Clerk: M.W.J. Peijster-Terpelle
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. Luijterink, study counsellor