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Appendices Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

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Appendix 1 Goals of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

The main aim of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR) is to deliver competent researchers who are scientifically schooled, independent and critical designers, decision makers and advisers who can contribute to the subject area of evaluation and survey research in general and to their chosen area of concentration in particular, which is either evaluation and assessment in education (EE), health & safety psychology (HSP), industrial & organisation psychology (IOP) or political science (P).

To reach this goal the programme has established the following standards:

1. **Domain orientation:**
Graduates have a firm and broad overview and a thorough knowledge of evaluation and survey research in one of the aforementioned areas. They have a grounded and critical insight in the place, use, and usefulness of methodology, research methods and statistics in empirical social sciences.
2. **Design competency:**
Graduates of the EE-track are able to design and implement quality care and evaluation projects and school performance feedback systems
3. **Research competency:**
Graduates have a critical overview, toolbox knowledge and expert skill in the most commonly used research methods in evaluations and survey research. Graduates have the skills, knowledge and ability to write scientific articles that meet standards of high quality journals and are fully prepared to write a dissertation within the domain of social science.
4. **Academic reflection:**
Graduates are able to critically reflect on processes, resulting products, and achieved results from systematic and well-chosen scientific, social-cultural, and ethical perspectives in such a way as to contribute to the professional development of the specialist in evaluation and survey research, and to a broadening and/or deepening of the scientific subject area.

Appendix 2 Objectives of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

The programme has four tracks:

- Evaluation and Assessment in Education,
- Evaluation and Assessment in Political Science,
- Evaluation and Assessment in Health and Safety Psychology,
- Evaluation and Assessment in Industrial and Organisational Psychology

Methodology is the common link between the two tracks. All tracks make intensive use of mass survey methods. A major difference with traditional specialisations in research methods and statistics is the heavy emphasis on the use of research methods and statistical models in order to advance substantive knowledge and understanding.

Within the framework of the general goals of the SSESR programme, the programme aims to provide students with the necessary qualifications to make contribution to comparative systems research in education, psychology or politics, with a strong emphasis on the methodology of large-scale surveys.

The Research Master's degree programme focuses on large-scale research into the 'inner workings' of social systems. One of the defining characteristics of social systems is that interesting relationships can be found on at least two levels of analysis, i.e. macro level (systems) and micro level (sub-systems or individuals).

The macro level and micro level relationships (e.g. between states and their citizens or between schools and their pupils) often involve complex patterns of interaction.

The multi-level character of social systems calls not only for precise empirical theories, but also for specific methodological tools.

Appendix 3 Admission requirements of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR) (section 7.13 of the WHW)

In order to be considered for admission in one of the four tracks of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR), a student has to meet formal as well as content-related admission criteria.

The University of Twente employs a number of general criteria for admissions to all master's degree programmes, including the Social Systems Evaluation and Survey Research degree course. Applicants must have completed an appropriate programme (at least a Bachelor of Science degree programme or equivalent degree in an academic field).

Non-Dutch students whose native language is not English must demonstrate sufficient fluency in the English language. The University of Twente assesses participants' English language abilities on the basis of the IELTS test. The minimum required score for admission is 6.5. For more information regarding test centres all over the world, please visit the IELTS website (www.ielts.org). Internet based TOEFL-iBT scores are also accepted. In that case, the required minimum score for admission is 90.

Note: This requirement only applies to the tracks 'Evaluation and Assessment in Education' and 'Evaluation and Assessment in Political Science', since the 2 tracks in Psychology will be offered in Dutch in 2009-2010.

Besides these requirements, the applicants must have a high level of motivation and commitment. In addition, the applicants must meet an additional condition for admissions: the cumulative grade point average (CGPA) during their bachelor's degree programme must not be less than 70% overall, and not less than 70% on research methodology courses.

Besides these formal requirements, the content-related admission criteria require that a student possesses sufficient knowledge and skills concerning the following:

1. The content of the domain of evaluation and survey research
2. Design methodology
3. Research methodology
4. Research techniques, including the use of statistics for data analysis

Ad 2. Design methodology

This is a typical content characteristic of all behavioural Bachelor's and Master's programmes in our Faculty, aiming at educating scientific designers. This methodology for systematic problem solving aims to support and control science-based, systemic approaches and processes for the development, the implementation, and the evaluation of solutions for problems in one of the research master's programme's domains. To give evidence that a future student has mastered this methodology, he/she has to send us an overview of relevant courses taken and/or reports of systematic design projects he/she has intensively been involved in.

Ad 3. 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 taken in this area, and/or reports of research projects or activities he/she has been involved in substantially.

Ad 4. 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, Appendices to the programme specific section of the Student Charter 2008-2009, Research master's programme Social Systems Evaluation and Survey Research

expectation, variance, binomial distribution), and aspects from inductive statistics (average based conclusions with known population deviation). Experience with the use of SPSS or a comparable computer-based statistical package 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.

Evaluation of the entrance criteria

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 stated criteria sufficiently.

Evaluation of these entrance criteria may result in one (1) out of four (4) alternative decisions by the Admission Committee:

1. If a student meets all formal and content-related criteria he/she will be admitted to (one of the four tracks of) the SSES Master's programme.
2. If the Admission Committee has some reservations about a student's general academic qualities, the mastery of design methodology, or about the domain knowledge, even if he/she meets all other criteria sufficiently, the Admission Committee may use an extra check, by sending the student a domain-specific case, which he/she will have to perform and deliver an assignment on within 48 hours time.
3. If a student has a Master's (or equivalent, or even higher) degree outside one of the domains of the research master's degree programme (Education, Psychology, Politics), and if he/she meets all the admission criteria, except for the content-related criteria on 'Content of the Domain' and 'Design Methodology', on decision of the Admission Committee, he/she will be offered an opportunity to upgrade his/her knowledge, by means of studying a domain-covering textbook prior to the start of the master's degree programme.
4. If a student does not meet the full spectrum of content-related entry requirements, to be decided by the Admission Committee, he/she will be offered the possibility of taking one or more modules from the pre-Master's programme that comes closest to the chosen track. If a student chooses this pre-Master's option, he/she first will be evaluated on his/her basic ability in academic reasoning, his/her basic knowledge of mathematics, and his/her proficiency in English (see: below).

Note: In addition to the fact that basically all international and Dutch applicants are subject to the same formal and content-related admission requirements, the nature and scope of the prior education of Dutch applicants require further explanation.

The admission process is determined by the fact whether a Dutch applicant has a Bachelor's degree from a Dutch research university, a Bachelor's degree from a Dutch university for applied sciences (HBO-instelling), or a Master's (or 'Doctoraal') degree from a Dutch research university.

In this respect the following categories of applicants have to be distinguished:

1. Applicants with a Bachelor's degree in (or similar to) Education, Psychology or Political Science awarded by a Dutch research university
Applicants with a Bachelor's degree in Education, Psychology or Political Science will be admitted to the programme without further restrictions. However, given the fact that the SSES programme may emphasise design methodological approaches, applicants may be invited to take the pre-master's course *Design Methodology* (195820)
2. 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 Education, Psychology or Politics, but in a related field and awarded by a Dutch research university may be admitted upon completion of the domain-specific units of study of one of the SSES pre-master's programme and the course *Academic Writing* (241224). Besides, given the fact that the SSES programme emphasises design methodological approaches, applicants are invited to take the pre-master's course *Design Methodology* (195820).

Optional exemptions for units of study will be assessed by the programme's Admission Committee.

3. Applicants with another Bachelor's degree awarded by the University of Twente (UT)
Applicants with a UT Bachelor's degree in Business Administration, Communication Studies, or Health Sciences will be admitted to the programme after they have successfully completed the pre-master's domain-specific introduction to the domain and the course *Academic Writing* (241224).
Applicants with a UT Bachelor's degree other than the above mentioned degrees, will be admitted to the programme after completion of the pre-master programme that come closest to the chosen track.
Optional exemptions for units of study will be assessed by the programme's Admission Committee.
4. 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 applied sciences (HBO-instelling) will be admitted if they have successfully completed the pre-master's programme that comes closest to the chosen track.

Pre-Master's Programme

In case the SSESr Admission Committee has assessed that an applicant first has to complete successfully (parts of) the pre-master's programme that comes closest to the chosen track before being admitted to the SSESr master's programme, he/she needs to demonstrate:

1. 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. 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)
3. Ability to reason and formulate at an academic level. The ability of the applicant in this regard will be tested by means of a scientific case test.

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 in Education, Psychology or Political Science. 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 content of the involved (Education, Psychology, Political Science) pre-Master's programmes that prepare for the SSESr research master's programme differ.

Therefore, detailed information on the pre-master's programmes' content can be obtained from the following websites:

http://est.graduate.utwente.nl/general_information/premaster_programme.doc/
http://psy.graduate.utwente.nl/nl/informatie_master/premasterprogramma.doc/ (in Dutch)
<http://pa.graduate.utwente.nl/pre-master/>

Note: The maximum registration period for completing the pre-master's programme is two (2) years. During this period a student may maximally sit three (3) times for an interim examination. In addition, in case he/she fails to pass the 3rd time the interim examinations of one or more of the following units of study: 196051, 196055, 196056¹, he/she will receive a negative and binding recommendation regarding the student's educational future. The student consequently will be excluded from the pre-master's programme.

¹ 196051: Research Methodology, 196055: Data-analysis & Measurement 1, 196056: Data-analysis & Measurement 2

Moreover, a student will not be admitted to the pre-master's programme in case he/she, 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).

Appendix 4 Language in the Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

The language of communication in the tracks 'Evaluation and Assessment in Education' and 'Evaluation and Assessment in Political Science' is English.

However, this premise requires some additional explanation:

- All obligatory study materials are in English.
- All classes (seminars, workshops, practicals, and others) are taught in English as long as non-Dutch students are involved.
- All written examinations and interim examinations are composed in English.
- All presentations (including the Final Presentation) have to be prepared in English
- Communication between a student and an instructor may revert to Dutch in case 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.

The language of communication in the tracks 'Evaluation and Assessment in Health and Safety Psychology' and 'Evaluation and Assessment in Industrial and Organisational Psychology' is Dutch, although most of the study materials are in English. Besides, a non-Dutch speaking teacher implies that the language of communication will switch to English.

Appendix 5 Structure of the assessment components of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

This appendix comprises the set of assessment components for the four (4) tracks of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR), including the list of examiners and how these components are evaluated.

Completion of this research master's degree programme requires two years of full-time study. The degree course's 120 European Credits (EC) are evenly distributed over three parts:

- The specialisation (Education, Psychology or Politics track) (40 credits). Students select their preferred track upon enrolment. Each track consists of eight courses.
- Research methods and statistics subjects (40 credits). Students of all tracks complete the same eight research methods and statistics subjects.
- Practical training and thesis (40 credits): The practical training consists of an apprenticeship in a research organisation and is completed during the final quartile of the first year of study (15 credits). The thesis is completed during the third and fourth quartiles of the second year of study (25 credits).

Year 1, semester 1, quartile 1				
Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730001	n/a	Systems evaluation & survey research (5 EC)	Prof.dr. C. Glas, Dr. S. Banducci	Assignments
196073	EE	Introduction educational evaluation (5 EC)	Prof.dr. J. Scheerens	Assignments
196074	EE	Introduction educational assessment (5 EC)	Dr.ir. G.J.A. Fox Prof.dr. C. Glas,	Assignments
290301	IOP	Werving en selectie in arbeidsorganisaties (Recruitment & selection) (5 EC)	vacature	In-class examination, assignments
290401	IOP	Onderzoek binnen organisaties (Research in organisations)(5 EC)	Dr. H. Yang	In-class examination, assignments
292307	HSP	Health risk psychology (5 EC)	Dr. J.M. Gutteling	In-class examination, assignments
292403	HSP	Opdracht psychologie in de somatische gezondheidszorg (Assignment behavioural medicine) (5 EC)	Dr. C.H.C. Drossaert,	Assignment
730003	P	Theories of democracy (5 EC)	Prof.dr. J.J.A. Thomassen	In-class examination, assignments
730019	P	Non-electoral political participation (5 EC)	Prof.dr. S. Denters	Assignments
Year 1, semester 1, quartile 2				
Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
196061	EE	Designing educational assessments (5 EC)	Dr.ir. B.P. Veldkamp	Assignment, in-class examination
196071	EE	Organisational structuring & quality assurance (5 EC)	Drs. M.A. Hendriks, Dr. A.J. Visscher	In-class examination, assignment
196072	EE	Setting performance standards (5 EC)	Dr.ir. H.J. Vos	Assignments

290303	IOP	Career psychology (5 EC)	Dr. H. Yang	Assignment, in-class examination
290304	IOP	Conflictmanagement (Conflict management) (5 EC)	Dr. E. Giebels	In-class examination
730020	IOP	Ontwikkeling & verbetering van HRM/HRD instrumenten (Development & improvement of HRM/HRD instruments) (5 EC)	To be announced	To be announced
292308	HSP	Klinische gezondheidspsychologie (Clinical health psychology) (5 EC)	Dr. M. Pieterse	In-class examination
292401	HSP	Opdracht health risk psychology (Assignment health risk psychology) (5 EC)	Dr. J. Gutteling	Assignment
730005	P	Political institutions (5 EC)	Dr. H. van der Kolk	Assignments
730006	P	Multilevel governance (5 EC)	Dr. R. Holzhaecker , Prof.dr. J. de Wilde	Assignments
730009	P	Origins, nature & effects of public opinion (5 EC)	Dr. S. Banducci	In-class examination, assignments

Year 1, semester 2, quartile 3

Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730002	n/a	Foundations of social research (5 EC)	Dr. P. Geurts	Assignments
730004	n/a	Validity & reliability in survey research (5 EC)	Prof.dr. C. Aarts	Assignments
730007	n/a	Mathematical statistics (5 EC)	Drs. S. Oosterloo ; Prof.dr. C. Glas	In-class examination
290304	IOP	Organisatiepsychologie (Organisational psychology) (5 EC)	Dr. E. Giebels	In-class examination
292402	HSP	Opdracht klinische gezondheidspsychologie (Assignment clinical health psychology) (5 EC)	Dr. E.T. Bohlmeijer	Assignment
292306	HSP	Psychologie in de somatische gezondheidszorg (Behavioural medicine) (5 EC)	Dr. C.H.C. Drossaert,	In-class examination, assignment

Year 1, semester 2, quartile 4

Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730050	n/a	Internship (15 EC)	Faculty staff member of graduation committee	Report
290302	IOP	Effecten van HRM: sociale identiteit theorie (Effects of HRM: social identity theory) (5 EC)	Prof.dr. K. Sanders	In-class examination, assignments
292304	HSP	Risicoperceptie (Risk perception) (5 EC)	Dr. J. Gutteling	Assignment, presentation
292305	HSP	Assessment en diagnose van geestelijke gezondheidszorg (Assessment of mental health) (5 C)	to be announced	Examination

Year 2, semester 1, quartile 1

Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730014	n/a	Linear models for continuous variables (5 EC)	Prof.dr. C. Glas	Assignments
730018	n/a	Structural equating modelling – LISREL (5 EC)	Dr.ir. H.J. Vos	To be announced

196066	EE	Item response theory and its applications (5 EC)	Dr.ir. H.J. Vos	Assignment
730011	P	Electoral behaviour (5 EC)	Prof.dr. C. Aarts	Assignments
Year 2, semester 1, quartile 2				
Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730013	n/a	Questionnaire construction & fieldwork (5 EC)	Dr. P. Geurts	Assignments
196067	EE	Cost effectiveness (5 EC)	Dr. M. Meelissen	Assignment
196068	EE	School performance feedback systems (5 EC)	Dr. J. Luyten	Assignment
730008	P	Parties and interest groups (5 EC)	Dr. R. Holzacker	In-class examination, assignments
730015	P	Political culture (5 EC)	To be announced	Assignments
730021	IOP	Capita selecta arbeid- en organisatiepsychologie (Capita selecta industrial & organisational psychology (5 EC)	Prof.dr. K. Sanders	Assignment

Year 2, semester 2, quartile 3				
Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730016	n/a	Models for categorical data (5 EC)	Dr.ir. H. Vos	Assignments
730048	n/a	Thesis preparation (10 EC)	Faculty staff member of graduation committee	Report and presentation

Year 2, semester 2, quartile 4				
Code	Track	Name (+ study load)	Examiner(s)	Mode of evaluation
730051	n/a	Thesis (15 EC)	Faculty staff member of graduation committee	Report and presentation

* In case more than one (1) examiner per unit of study is mentioned, the bold mentioned examiner has been designated as the one who holds first responsibility.

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 units of study of the Research Master's programme Social Systems Evaluation and Survey Research (SSESR)

A student has to complete his/her track-specific units of study successfully before he/she may start his/her thesis. However, the academic chair of the SSESR programme holds the final say on prerequisites and the sequence of units of study.

Note: in case prerequisites are applied within a unit of study (e.g. registering for the exam upon having successfully completed specific assignments) than the examiner is obliged to announce these conditions prior to the start of the unit of study in writing (via VIST and Blackboard).

Prior to the graduation date a student has to submit an electronic copy (either on diskette or on cd-rom) and a copy on paper of his/her master's thesis to the Educational Affairs Office.

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

Registering and withdrawing from units of study

For each 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 signup 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 signup 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-traditional students, desiring to follow 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 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 begins. 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 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 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, 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 SSES

Board of Examiners SSES

Chair: Dr. P.A.T.M. Geurts
Members: Prof.dr. C.W.A. Aarts, Prof.dr. C.A.W. Glas
Clerk: M.W. J. Peijster-Terpelle
Adviser: Drs. M.B. Otten