**Examination and Testing Regulations**

These Examination and Testing Regulations (ERT) are for the benefit of the Board of Examiners HMI/CS/TEL and are a constituent part of the rulings for these programmes.

This document is a temporary version of the ERT and will in due course be replaced by a revised (EEMCS-wide) version which will also comprise regulations on the new tasks of the Board of Examiners.

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CHAPTER 1 DEFINITIONS

Article 1.1 Concepts

The terms set out below in these regulations are to be understood as follows:

Academic year the period commencing 1 September and ending on 31 August of the following year. An academic year consists of 60 ECs or 1680 hours

Act: he Higher Education and Research Act, abbreviated in Dutch to WHW, published in Staatsblad 593 and with later additions and amendments

Bachelor’s programmes: the department’s Bachelor’s programmes in CS and TEL

Board of Examiners: the Board of Examiners of the programme or group of programmes as established by the Dean in accordance with article 7.12 of the Act

Component: a unit of study (course) of the study programme as referred to in article 7.3, subsections 2 and 3 of the Act, including a practical exercise

CSA: Central Student Administration

Dean: the Dean of the faculty

Department: the faculty’s Department of Computer Science

EAO: the department’s Educational Affairs Office

EER: the Education and Examination Regulations of the Bachelor’s and the Master’s programmes

ESO: the faculty’s Educational Support Office

Examinee: the exam candidate

Examiner: the person included in list of examiners as referred to in article 2.10

Faculty: the university’s Faculty of Electrical Engineering, Mathematics and Computer Science

Flexible programme: the flexible programme as referred to in article 7.3 of the Act

Interim examination: the examination of the student’s knowledge, insight and skills in relation to a particular component, together with the assessment of the resultsof that examination

Master’s programmes: the department’s Master’s programmes in CS, TEL and HMI

Practical exercise: a practical exercise as referred to in article 7.13, subsection 2d of the Act, i.e. a component or part of one whereby the emphasis is on the activity of the student him-/herself

Programme director: the programme director of the undivided programme concerned and/or Bachelor’s and/or Master’s programmes

SESC: the university’s Student and Education Service Centre

SIS: the Student Information System, the web application designated by the institutional administration for the registration and information of all relevant details pertaining to the student and his/her studies, as referred to in the Act

Student: the person who is registered in a programme in accordance with article 7.34 and 7.36 of the Act

Study adviser: the person appointed by the Dean to act as contact between the student and the programme, and in that capacity safeguards the interests of the student and plays a role as mentor and adviser

University: the University of Twente

Working days: one of the days from Monday to Friday with the exception of officially recognized holidays and the pre-arranged compulsory days off for staff

Article 1.2 Examinations

The terms set out below in these regulations are to be understood as follows:

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| the P-exam: | the Propaedeutic (foundation course) examination for the Bachelor’s programme or for a flexible Bachelor’s programme |
| the B-exam: | the Bachelor’s examination for the Bachelor's programme or for a flexible Bachelor’s programme |
| the M-exam: | the Master’s examination for the Master's programme or for a flexible Master’s programme |
| the exams: | the P-, B- and M-exams |
| the final assignment: | the final assignment of the Bachelor’s or Master’s programmes |

**CHAPTER 2 INTERNAL ORGANIZATION**

Article 2.1 Division of duties

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| 1. | The Board of Examiners designates two of its members as chairperson and vice-chairperson. The chairperson, or in his or her absence, the vice-chairperson, conducts the meetings of the Board of Examiners. The Board of Examiners is assisted in its tasks by a number of officials of ESO, namely a coordinator for the Bachelor’s programmes, hereafter referred to as B-coordinator, and a coordinator for the Master’s programmes, hereafter referred to as M-coordinator. The role of the coordinators is an advisory one. |
| 2. | When making preparations for the purpose of decision-making in exceptional circumstances, the Board of Examiners may set up an ad-hoc committee that reports directly to the Board of Examiners. |

*Explanation:*

*Subsection 2 may apply, for example, in appeals and fraud cases; as the decision is made by the Board of Examiners itself, the ad-hoc committee need not necessarily consist of examiners. The ‘lifespan’ of an ad-hoc committee is per definition short.*

Article 2.2 Examination results

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| 1. | The Board of Examiners draws up guidelines for passing the examinations, which determine the relationship between doing the individual components and the passing or failing of the examination. These guidelines are referred to in Appendix A to these regulations. |
| 2. | The Board of Examiners determines what classifications can be awarded for particular examinations and stipulates guidelines for the awarding thereof. These guidelines are referred to in Appendix B to these regulations. |
| 3. | The Board of Examiners determines the results of the P- and B-exam at a meeting. The results of the M-exam are determined per student outside the meeting. |
| 4. | The Board of Examiners can deviate from the fail/pass guidelines for the B- and M-exam. |

*Explanation:*

*The current procedure for determining the results of the M-exam is that one member of the Board of Examiners gives his or her explicit approval, followed by an implicit approval of the entire Board subsequent to an electronic message on the proposed decision.*

Article 2.3 Exemptions

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| 1. | A student may submit a request for exemption from components of an exam to the Board of Examiners. The request for exemption must be accompanied by notification of those components for which exemption has already been granted, whether or not by law. |
| 2. | The granting of single exemptions from components of the P- and B- exam is the mandate of the B-coordinator, but not before having been advised by the relevant examiner, subject to subsection 4. Exemptions from more than three components are granted by the Board of Examiners. |
| 3. | The granting of single exemptions from components of the M-exam is the mandate of the M-coordinator, but not before having been advised by the relevant examiner, subject to subsection 4. Exemptions from more than three components are granted by the Board of Examiners. |
| 4. | Notwithstanding the previous subsections (1-3), the Board of Examiners may decide to set up a committee, hereafter called homologation committee, which is authorized to grant exemptions to categories of students per programme or per group of programmes. An homologation committee consists of one or more examiners. Examples of such categories of students are:  - students who have already been granted three exemptions,  - persons who have successfully completed at least the second year of higher professional education,  - persons with a fully or partially completed tertiary education abroad. |
| 5. | A decision on exemption or inclusion will be made, if possible, within 20 working days of the request being submitted. |

*Explanation:*

To ease the burden on the Board of Examiners, requests for exemptions are usually dealt with by the coordinators concerned. When only a few exemptions are requested, the separate examiners may be consulted. However, it must be avoided that different examiners grant exemptions on the basis of partly the same details. For this reason the arrangement is that exemptions always pass via EAO and, in the event of multiple exemptions, via the Board of Examiners.

*When larger numbers of exemptions are the issue, it is better if previous education and experience are assessed as a whole, whereby the total level reached by the student is of importance, and avoiding that students encounter difficulties with their studies due to bigger deficiencies; in such a case a large similarity per subject in content and level is less important. This is better off being dealt with by a (small) committee than by individual examiners. This committee need not necessarily consist of members of the Board of Examiners, but certainly of examiners (subsection 4).*

Article 2.4 Flexible programme

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| 1. | A student may submit a request for the approval of a flexible programme to the Board of Examiners. The request is submitted as early as possible, and in any case before the moment when fewer than half of the number of components must still be completed. |
| 2. | The Board of Examiners does not mandate the authority to approve a flexible programme. |
| 3. | The Board of Governors draws up guidelines for the approval of a flexible programme. The guidelines are incorporated in Appendix C to these regulations. |
| 4. | The Board of Examiners decides within three months of the request having been submitted, whether it will approve the request or not. If the Board of Examiners decides to approve the request, it will indicate to which programme the flexible programme is deemed to belong. |

Article 2.5 Minor

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| 1. | The Board of Examiners determines which minors can be chosen by students in the Bachelor’s programme. |
| 2. | A student may submit a request for the approval of an individual minor to the Board of Examiners before he or she starts the first subject of the individual minor. |
| 3. | The Board of Examiners draws up guidelines for the approval of an individual minor. These guidelines are incorporated in Appendix D to these regulations. |

Article 2.6 Administrative support

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| 1. | The Board of Examiners is supported by SESC. |
| 2. | SESC receives a copy of all decisions that have been taken by or on behalf of the Board of Examiners. |

Article 2.7 Quorum

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| 1. | The Board of Examiners can only take decisions if the number of members present amounts to at least half of the total number of members. |
| 2. | Only in exceptional cases can there be any deviation from that which is stipulated in the previous subsection if required by the interests of a registered student. |

Article 2.8 Decision making

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| 1. | A request from a student that demands a decision of the Board of Examiners must be submitted in writing. This also includes complaints bearing relation to these regulations. The Board of Examiners will discuss this request at the very next board meeting which will take place at least one week after the request was submitted. |
| 2. | Each decision at a meeting of the Board of Examiners is made on the basis of a simple majority of the votes cast. |
| 3. | If there is an inequality of votes when casting votes on a request of the student, the request will be rejected. |
| 4. | If there is an inequality of votes when casting votes on the award of a classification, the classification is not awarded. |
| 5. | Blank votes shall be deemed not to have been cast. |
| 6. | For the decision making on certain categories, concerning student requests which in the interest of the student need to be dealt with before the next board meeting, the Board of Examiners may decide to mandate a subcommittee consisting of at least one member of the Board of Examiners. |
| 7. | The categories of decisions referred to in the previous subsection are:   * Requests for dispensation for prerequisites * Requests for dispensation for the P-in-2 ruling (foundation/propaedeutic phase in 2 years) * Requests for dispensation for a maximum of 30 ECs for studying ‘elsewhere’. |
| 8. | The subcommittee as referred to in subsection 6 informs the Board of Examiners at each meeting of any decision taken by the subcommittee. |
| 9. | For other decisions which in the interest of the student need to be addressed before the next meeting of the Board of Examiners, the Chairperson will decide on a procedure in order to reach a decision. |
| 10. | The Board of Examiners will communicate all person-related decisions in writing and reasoned to the individual concerned. |

Article 2.9 Authorized signatories

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| 1. | The certificate, issued to confirm that the bearer has successfully passed the P-, B-, or M- exam, including any supplements, is or are signed by at least one member of the Board of Examiners. |
| 2. | Other certificates or declarations that are issued by the Board of Examiners are signed by at least one member of aforesaid board. |

Article 2.10 Examiners

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| 1. | The Board of Examiners annually confirms a list of examiners. This list is subject to the following criteria:  a. The first person responsible for the teaching is also the first person responsible for the assessment;  b. Examiners are members of the permanent or temporary staff (associate or assistant professor, professor) with the required teaching qualifications and who are involved in the programme;  c. The authorization is restricted to the domain in which the members of staff are recognized as experts;  d. The authorization is restricted to the level of education one level lower than for which the examiner him- or herself was trained;  e. In all other cases the Board of Examiners takes a decision to pronounce someone examiner. The validity and discipline are explicitly mentioned in this decision. |

Explanation:

Subsection 1d implies that PhD candidates cannot act as examiners for an M-course or M-assignment!

Article 2.11 Practicability of the regulations

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| 1. | The Board of Examiners evaluates the practicability of these regulations once a year. |

Explanation:

This will be put by default on the agenda of the last meeting of the year so that the regulations can be amended if so required.

**CHAPTER 3 RULES GOVERNING EXAMINATIONS AND INTERIM EXAMINATIONS**

***PARAGRAPH 3.1. Scope***

Article 3.1 Scope

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| 1. | The rules referred to in this chapter are the rules that the Board of Examiners can impose under article 7.12 subsection 4 of the Act with regard to proper procedure during interim examinations and with regard to measures to be taken within that context, as well as rules relating to examinations which the Board of Examiners can impose by virtue of its coordinating and organizational function. |

***PARAGRAPH 3.2.* *Examinations***

Article 3.2 Meeting dates

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| 1. | The Board of Examiners, taking into account the provisions stipulated in the EER, establishes an annual timetable of dates and times when the Board of Examiners will meet to confirm the results of the examinations. |
| 2. | The Board of Examiners, or by appointment of the Board of Examiners the SESC, notifies the programme director of these dates and times and is accountable for their publication via the usual channels. |

Article 3.3 Taking the examination

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| 1. | In accordance with article 7.10 subsection 2 of the Act, the P-, B- or M-exam has been taken when the interim examinations of the propaedeutic, Bachelor’s or Master’s programme have been successfully taken. |
| 2. | The Board of Examiners declares the student has passed the P-, B- or M-exam if he or she has complied with the examination requirements and calls upon that student to receive the diploma with the list of marks and/or supplement. The date on the diploma, namely the date of the examination, is in this case the date on which the student completed his or her last remaining course component. |
| 3. | If so desired, the student may submit a motivated request in writing to the Board of Examiners to withhold the pronouncement that he or she has passed and thus also postpone the awarding of the diploma. However, the student is obliged to indicate in his or her request the duration of the requested postponement. |
| 4. | The terms of subsection 3 are clarified further in article 2.8 subsection 1. |
| 5. | If the student has requested a postponement under subsection 3, the Board of Examiners takes as the date of the examination the date decided upon after postponement on which to declare the student as passed. |

Explanation:

The text in this article is identical to the text in article 17 of the Bachelor’s EER (with the addition of a reference to Master’s programmes), and is repeated here because a comparable text is absent from the Master’s EER.

Article 3.4 Registration of examination results and granted classifications

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| 1. | The Board of Examiners notifies the results of an examination and any granted classifications within 5 working days after the results have been confirmed to SESC who then notifies the result to the exam candidate in writing. |
| 2. | SESC bears responsibility for the registration of the examination results and the granted classifications. |
| 3. | SESC also registers which certificates have been issued. |
| 4. | Only the list of successful exam candidates, together with any granted classification, constitute public information. |

Article 3.5 The degree certificate, the diploma supplement and the award

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| 1. | The award of the certificate takes place in a manner to be decided by the Board of Examiners following consultation with the Dean. |
| 2. | Together with or during the award of the certificate, a separate list of examination components with their assessment will be issued to the exam candidate. |
| 3. | The certificate is given the date on which the final component of the exam in question was completed successfully. Notwithstanding the previous sentence, the certificate may be given the date on which the Board of Examiners confirmed the results if the exam candidate submitted his or her request for postponement after the final component of the exam was completed. |
| 4. | If the completion of the final component for an examination was planned before 1 September, but was unable to take place owing to force majeure, the Board of Examiners, at the request of the examiner or the exam candidate, will exert itself to avoid negative consequences for the candidate. |
| 5. | The request of the examiner or candidate, referred to in subsection 4, will be submitted to the Board of Examiners as quickly as possible after the situation of force majeure has occurred. |

Explanation:

Subsection 1 allows for a change in the manner in which the award takes place without having to amend the regulations and also avoids having to devote several articles to the manner of awarding the P-, B- and M-certificate. Students must be informed, however, how the award ceremony is to take place.

Subsection 3 allows students to alter the formal date of passing; in some cases this can be beneficial in relation to their student grant and/or public transport pass.

Subsection 4 is intended to prevent a student having to register again for a specific period, because a final presentation, for example, could not take place before 1 September. If the presentation can take place shortly after 1 September, the CSA will usually recognize this as still belonging to the previous academic year.

***PARAGRAPH 3.3.* *Interim Examinations***

Article 3.6 The location of the written interim examinations

The location at which a written interim examination is taken is confirmed by SESC, under the responsibility of the Board of Examiners and in consultation with the rooms manager of the university.

Article 3.7 Registration for and withdrawal from written interim examinations

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| 1. | It will be possible to take written and oral examinations twice a year. Practical exercises can be completed at least once a year. |
| 2. | For all components there will be at least one interim examination opportunity at the end of the teaching period in which that particular component was taught. |
| 3. | A student who has still not received a 6 or higher after two interim examination attempts but who still wishes to pass this exam, must submit a request to the Board of Examiners to resit an interim examination in that specific component. |
| 4. | The further elaboration of the stipulation in subsection 3 will be made known by the programme director before the beginning of the academic year. |
| 5. | Notwithstanding that which is stipulated in subsection 1 of this article, it will be possible at least once each academic year to take an interim examination in a component that - although it constitutes part of the study programme - was not taught in that academic year. |
| 6. | In exceptional cases the Board of Examiners may allow for deviation from the number of times and the way in which interim examinations can be taken. |
| 7. | The exam timetable with the dates and times of the interim examinations for that semester will be made known at least one month before the beginning of the semester. |
| 8. | Moving an interim examination to a different time than what was indicated on the timetable is only allowed with the permission of the programme director. The students will be informed of this change. The programme director must inform the Board of Examiners of this decision to alter the time at the very next board meeting. |
| 9. | For exams and testing the student must register via the SIS. |
| 10. | If the student has not registered before the enrolment period closes, he or she loses the right to take part in the specific test or examination. |
| 11. | The student may withdraw from a written examination until 24 hours beforehand via the SIS. |
| 12. | If the student does not appear at an examination for which he or she has enroled via SIS, and from which he or she did not withdraw no later than 24 hours before the actual examination, this will be recorded in the SIS and is regarded as an unsatisfactory result. This will be counted as a failed examination attempt when establishing the number of examination attempts, as referred to in subsection 3. |

Explanation:

The text in this article is identical to the text in article 7 of the Bachelor’s EER (with the addition of a reference to Master’s programmes), and is repeated here because a comparable text is absent from the Master’s EER.

Article 3.8 Written interim examinations

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| 1. | The duration of a written interim examination is a maximum of 3.5 hours. |
| 2. | The maximum number of marks that can be earned per assignment is mentioned on each assignment. |

Article 3.9 Discipline during written interim examinations

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| 1. | The examiners are responsible for appointing invigilators who will make sure that the examinations take place in proper order. |
| 2. | The exam candidates must have taken their seats before the commencement of the interim examination. The invigilator has the right to admit exam candidates who have still not taken their seats at the commencement of the interim examination. This right expires fifteen minutes after commencement of the interim examination. During the first fifteen minutes after commencement of the interim examination, the examinees present are not allowed to leave the examination hall. |
| 3. | At the request of the invigilator, the exam candidate is obliged to identify him- or herself with the proof of enrolment. |
| 4. | The work is handed in to the invigilator. This may be done at any time until fifteen minutes before the end of the sitting. During those final fifteen minutes, all candidates still present must remain in their seats and wait for their work to be collected. |
| 5. | Instructions given by the invigilator immediately before, during, or immediately after the interim examination must be followed by the candidate. |
| 6. | In the event of a calamity, or one is to be expected before the interim examination commences, the examination will immediately be suspended. The examiner will set a new examination date in consultation with the programme director. This new date will be no later than one month after the original examination date and will be made known via the usual channels within three working days. |
| 7. | If a calamity or alarm takes place, or is to be expected during an interim examination, the procedure will be as follows:  a. By order of the authority responsible or invigilator, all persons present must immediately exit the examination hall, leaving behind their finished exam work.  b. In the event of a false alarm, and if the effectiveness of the interim examination as a measurement instrument is not undermined by the possibility that examinees were able to discuss the exam content with one another, the exam will be resumed as soon as possible. The duration of the interruption plus fifteen minutes will be added to the examination time.  c. If it is impossible to resume the examination, but assessment is reasonable on the basis of results produced up to the moment of the calamity, these results are taken to underlie the assessment.  d. In all other cases a new examination date will be set, as referred to in subsection 6. |

Explanation:

*Subsection 7b is motivated by the fact that incidents sometimes occur in the Sports Centre with the fire alarm.*

Article 3.10 Times and location of oral interim examinations

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| 1. | If the EER determines that a component of a Bachelor’s course should be subject to oral examination, the dates and moments when this oral is to take place will be recorded on the interim examinations timetable as stipulated in the EER. |
| 2. | In other cases the examiner will determine the date, time and location for an oral examination following consultation with the candidate. |

Explanation:

*Some interim examinations of the Bachelor’s programme may become oral by default. In that case it is a regular possibility that must be scheduled. In other cases, such as exceptional (personal) circumstances of students, or electives in the Master’s programme with a small number of students, the oral examination is the responsibility of the examiner.*

Article 3.11 Registration for and withdrawal from oral interim examinations

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| 1. | In the cases as stipulated in article 3.10 subsection 2, students who wish to take an oral interim examination of a component should submit a request for that purpose to the examiner or the examiners. The request must be supported by the study adviser. The examiner decides on the request. |
| 2. | Withdrawal from an oral interim examination is permitted if this takes place by means of notification from the student to the examiner or examiners, at the very latest on the day prior to the day on which the interim examination should have taken place. |
| 3. | In the case of non-timely withdrawal, the interim examination will be regarded as having taken place. |
| 4. | If in the judgement of the examiner or examiners there is an instance of an excusable absence, the examiner, in variation to what is stated above in subsection 3, is entitled to decide that the interim examination can be taken during a period which he or she specifies. |

Explanation:

*Subsection 1 refers to the non-regular oral interim examinations in the Bachelor’s programme. It is therefore a special circumstance which must be supported by the study adviser.*

Article 3.12 Duration of oral interim examinations

The duration of an oral interim examination is a maximum of 1.5 hours.

Article 3.13 Questions and assignments

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| 1. | The questions and assignments of an interim examination do not exceed the already disclosed sources from which the examination material is derived. These sources have for the most part been made known prior to the commencement of the preparatory course work for the interim examination. The definitive scope of the study material will be made known no later than one month prior to the interim examination. |
| 2. | The interim examination is attuned to the educational objectives with regard to content and form. |
| 3. | The questions and assignments are such that, measured according to reasonable standards, the examination candidate has sufficient time to answer the questions and complete the assignments correctly within the stipulated duration of the interim examination. |
| 4. | If during or after an interim examination it appears that serious problems arise or have arisen with regard to the foregoing subsections of this article, the examiner will consult with the Board of Examiners regarding the measures to be taken. Any measures will be determined by the Board of Examiners. |

Explanation:

*This article applies to both written and oral interim examinations, as well as to study components that are examined in another way.*

Article 3.14 The assessment of an interim examination

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | The assessment of an interim examination is expressed as a whole number on a scale from 1 to 10, with the following meaning:   |  |  |  | | --- | --- | --- | |  | 1 very poor | 6 pass/satisfactory | |  | 2 poor | 7 very satisfactory | |  | 3 very unsatisfactory | 8 good | |  | 4 unsatisfactory | 9 very good | |  | 5 just below satisfactory | 10 excellent | |
| 2. | Contrary to what is stipulated in subsection 1, the Board of Examiners can permit that a subject is assessed with a non-numerical grade that might be designated as follows:  NA - did not appear  U - unsatisfactory;  S - satisfactory;  E - exemption (see Article 2.3) |
| 3. | An examination candidate has passed an interim examination if the awarded mark is a 6 or higher, or if the qualification is “satisfactory” or higher. |
| 4. | The assessment of a written interim examination occurs on the basis of pre-arranged standards which may be subject to revision after correction. |
| 5. | The assessment of an interim examination is such that the examinee is able to verify how the results of aforesaid examination has been reached. |
| 6. | If the assessment as stipulated in subsection 1 comes into being on the basis of marking individual components, a necessary rounding off and upwards may take place if the final mark is half a mark or higher, and a rounding downwards if that is not the case. |
| 7. | If more than one examiner is present for the interim examination, these examiners will designate a first examiner. The first examiner ensures that the examiners follow the same assessment standards as much as possible. If there is a difference of opinion, the first examiner decides. |
| 8. | During the assessment of an interim examination, the examiner makes sure that the marks are registered in a safe place that is inaccessible to third parties. |

Explanation:

*Subsection2. Exemptions are given pursuant to Article 2.3. Students who enrolled but who did not turn up for an interim examination must always receive an “NA” assessment. This concurs with a Fail that cannot be compensated in any way at all.*

*Subsection 5. This subsection also implies that if an interim examination is taken in parts at various moments, the assessments per part should also be able to be communicated to the student is he or she so requires.*

*Subsection 6. Since the lowest mark is a 1, an assessment that is not rounded off despite being lower than a 1, is set at 1.*

Article 3.15 Registration of the results of an interim examination

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| 1. | The examiner notifies the results of an interim examination to SESC within 5 working days of the examiner handing evidence of the assessment of aforesaid examination to the exam candidate. |
| 2. | SESC monitors the registration of the results of the interim examinations. If registration has not taken place, SESC registers the results itself. |
| 3. | No notifications are made of registered individual details relating to the results of interim examinations other than to the examinee him- or herself, the members of the Board of Examiners, the study adviser, the mentor, the programme director, the student counsellor, the Board of Appeal for Examinations and other persons or statutory bodies who are unable to carry out their functions pursuant to or by virtue of the law without having access to these details, unless the examinee has given explicit prior permission. |

Article 3.16 Admission to post-propaedeutic components

The Board of Examiners, in response to a well-founded written request from a student and supported by the study adviser, can determine that the student shall be granted exemption from the requirements set out in the EER for interim examinations in post-propaedeutic components if the P-exam has not yet been passed. If the exemption is granted, the Board of Examiners can at the same time specify a period of time within which the P-exam must be passed or within which a number of credits as specified by the Board of Examiners must be earned.

Article 3.17 Terms and periods

The terms and periods stipulated in these regulations do not include the periods in which the institution is closed or the periods during the academic holidays during which an examiner may take time off.

***PARAGRAPH 3.4.* *EXAMINING PRACTICAL EXERCISES***

Article 3.18 Examining final assignments and practical exercises

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| 1. | The assessment of the final assignment of a Bachelor’s programme is undertaken by at least one examiner. The procedure for the assessment has been laid down in a separate guideline, the content of which is expected to accompany these regulations. |
| 2. | The assessment of the final assignment of the Master’s programme is undertaken by at least two examiners. The procedure for the assessment has been laid down in a separate guideline, the content of which is expected to accompany these regulations. |
| 3. | The assessment of an external internship is undertaken by at least one examiner, in consultation with a supervisor of the institute at which the internship took place. The procedure for the assessment has been laid down in a separate guideline, the content of which is expected to accompany these regulations. |
| 4. | The examination of practical exercises occurs as far as possible in accordance with the provisions set out in paragraph 3.3. |
| 5. | The separate guidelines referred to in the previous subsections (1-4) (and ordered according to programme) can be found at: <http://www.utwente.nl/ewi/en/education/>. |

***PARAGRAPH 5.* FRAUD**

Article 3.19 Fraud

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| 1. | When taking a written or oral interim examination, doing a practical, project or assignment for appraisal, or with any kind of testing, the student is expected to produce his or her own and original work. |
| 2. | In any event fraud is also understood to include:  - threatening the examiner or attempts to threaten.  - during written examinations the use of study materials such as books, lecture notes, personal notes etcetera, in written or electronic form, or in any form, and other aids such as calculators, unless with the explicit permission of the examiner. This permission must be made known at least one month before the interim examination; together with that permission it will be stated which aids are admissible.  - copying work by others. Quoting is allowed, as long as it is clearly identifiable. The rules on citation recognition, as applied within the framework of the disciplines concerned, should be clearly communicated to the student.  - giving others opportunity to commit fraud. |
| 3. | If, after the exam has been taken, the examiner or invigilator strongly suspect fraud and can motivate this, the examiner or invigilator reports this in writing to the Board of Examiners. In this case both the examiner or the invigilator and the examinee will be heard. The Board of Examiners determines whether fraud has occurred or not.  On account of the report by the examiner or invigilator, any decision regarding assessment of the examination is postponed until the moment at which the Board of Examiners has determined whether fraud has occurred or not. |
| 4. | If the student can give a plausible explanation of having had no intention to commit fraud, the examiner or the Board of Examiners can forgo determining whether fraud has occurred. |
| 5. | If the Board of Examiners determines that an examination candidate has committed fraud for the first time, the assessment of the examination concerned (or part thereof) will receive the lowest mark, and the examinee will be excluded from participation in exams for that specific component for six months, starting from the moment when the exam was taken in which the fraud occurred.  If the Board of Examiners determines that an examination candidate has committed fraud a second time, the assessment of the examination concerned (or part thereof) will receive the lowest mark, and the examinee will be excluded from all interim examinations and examinations belonging to the programme or programmes for which he or she was registered when the fraud was committed for a period of six months, starting from the moment when the exam was taken in which the fraud occurred.  If the Board of Examiners determines that an examination candidate has committed fraud a third time, the assessment of the examination concerned (or part thereof) will receive the lowest mark, and the Board of Examiners will impose the sanction that the examinee may not participate in any interim examination or examination for a period of one year, starting from the moment when the exam was taken in which the fraud occurred. |
| 6. | The Board of Examiners informs the examinee in writing of its decision whether fraud has occurred or not; in the event of fraud having occurred, the Board of Examiners will indicate what the consequences are if fraud is committed again, |
| 7. | If the Board of Examiners have determined that fraud did occur, aforesaid board officially records this and sends a transcript of this decision to SESC. |

Explanation:

*According to the Higher Education and Research Act (art. 7.12 subsection 4), the Board of Examiners may deny a student the right to participate in one or more interim examinations or examinations at the institution. However, the Board of Examiners should observe the normal rules of reasonableness and proportionality. This article determines how this article should be understood.*

*Subsection 1 is the point of departure.*

*Subsection 2 elucidates what in any event is also understood by fraud. As a rule, permission for using certain aids such as Blackboard will be communicated. If nothing is mentioned, it means no aid may be used.*

*Subsection 3 explains the beginning of the procedure, including the delaying effect with regard to the period for marking.*

*Subsection 5 explains the modus operandi of the Board of Examiners: a three-tiered process with stricter sanctions the more often one and the same student is found to have committed fraud.*

**CHAPTER 4 GUIDELINES AND INDICATIONS**

***PARAGRAPH 1. SCOPE***

Article 4.1 Scope

Under the guidelines and instructions referred to in this chapter are to be understood the guidelines and instructions which the Board of Examiners is entitled to issue pursuant to article 7.12 subsection 4 of the Act.

***PARAGRAPH 2. GUIDELINES***

Article 4.2 Guidelines for examiners

The following guidelines apply for examiners:

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| - | the provision contained in article 3.12 on the duration of oral interim examinations, |
| - | the provision contained in article 3.14 subsection 4 regarding the standards/norms applicable to assessments. |

***PARAGRAPH 3. INDICATIONS***

Article 4.3 Indications for examiners

The following indications apply for examiners:

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| --- | --- |
| - | the provision contained in article 3.8 subsection1 regarding the duration of written interim examinations, |
| - | the provision contained in article 3.8 subsection 2 regarding the number of points per assignment, |
| - | the provision contained in article 3.9 subsection 1 regarding invigilation, |
| -  - | the provision contained in article 3.13 regarding questions and assignments,  the provision contained in article 3.14 subsections 1 and 2 regarding the rendition of assessments (marks), |
| - | the provision contained in article 3.14 subsection 5 regarding the ability to reconstruct the assessment, |
| -  - | the provision contained in article 3.14 subsection 6 regarding the completion of the assessment,  the provision contained in article 3.14 subsection 7 regarding multiple examiners, |
| - | the provision contained in article 3.14 subsection 8 regarding the period during which the marks are registered. |

***PARAGRAPH 4. OTHER PROVISIONS***

Article 4.5 Sanctions

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| 1. | If an examiner fails to comply with the provisions set out in the EER or in these regulations, the Board of Examiners can impose sanctions with regard to the assessment or else against the examiner concerned, insofar as those provisions fall within the competence of the Board of Examiners. In particular the Board of Examiners, exclusively in such cases, can decide to institute an investigation of its own, based solely on its legal competence to do so. |
| 2. | If an examiner fails to comply with the provisions set out in the EER or in these regulations, the Board of Examiners is entitled to propose to the Dean or the programme director that sanctions be imposed against the examiner concerned. |

Explanation:

*If motivated, a guideline may be deviated from in exceptional circumstances. An indication is an assignment that must be carried out.*

**CHAPTER 5 RELATIONSHIP WITH DEAN AND PROGRAMME DIRECTOR;**

**PUBLIC**

Article 5.1 Presence of the programme director

The programme director may attend the meetings of the Board of Examiners.

Article 5.2 Consultations regarding sanctions

The sanctions as referred to in article 4.5 subsection 1 cannot be put into effect unless consultations have first taken place with the Dean or the programme director.

Article 5.3 Public

The meetings of the Board of Examiners are not public meetings, unless the Board of Examiners should decide to the contrary.

**CHAPTER 6 FINAL PROVISIONS**

Article 6.1 Official title

These regulations can be referred to as the Examination and Testing Regulations HMI/CS/TEL.

Article 6.2 Establishment

These regulations were ratified by the Board of Examiners on 5 JULY 2012.

Article 6.3 Amendments to these regulations

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| --- | --- |
| 1. | No amendments to these regulations, which are applicable to the current academic year, shall take place unless it is reasonable to suppose that aforesaid amendments will not damage the interests of students. |
| 2. | Amendments to these regulations have taken place in the following articles and have been confirmed by the Board of Examiners on the dates given below:  ARTICLE DATE CONTENT  3.21 23-09-2010 Definition of fraud tightened up  Appendix A 23-09-2010 Fail/Pass guidelines established  Appendix B 23-09-2010 Cum Laude guidelines established   * + 1. Various formulations tightened up   Ruling on validity of interim exams removed  05-07-2012 Various rulings tightened up and attuned to other rulings |

Article 6.4 Unforeseen circumstances and hardship clause

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 1. | In cases for which these regulations do not provide, the Board of Examiners decides. | | 2. | If the application of these regulations in particular cases could result in apparent unfairness towards a student, the Board of Examiners can decide to deviate from these regulations. | |
|  |

Article 6.5 Publication

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 1. | The Board of Examiners is responsible for the publication of these regulations, including the decisions and guidelines which the Board of Examiners has ratified pursuant to these regulations. | | 2. | The regulations, including the decisions and guidelines which the Board of Examiners has ratified pursuant to these regulations, are available for inspection at SESC and in chair-related administration departments. | | 3. | A brief description of the most important articles of these regulations for students will be published in the usual media, including the most important decisions and guidelines which the Board of Examiners has ratified pursuant to these regulations. | |

Article 6.6 Date of entry into force

These regulations come into force on 1 September 2012.

**APPENDIX A Fail/Pass Guidelines**

**Where reference is made in this (A) and the next appendix (B) to the average of a number of marks, it always refers to the standard (and not the weighed) average. That is to say, when calculating the average, each subject is taken equally into account, regardless of the number of ECs allocated to that subject.**

**For the purpose of applying the Fail/Pass guideline, a non-numerical unsatisfactory assessment is interpreted as a 4.**

A1. Fail/Pass guideline for Propaedeutic examination

A candidate for the P-exam of the CS and TEL courses has passed if he or she has met the following conditions:

|  |  |
| --- | --- |
| 1 | The candidate has received an assessment for all components of the P-exam; |
| 2 | Not one component has been assessed with a mark lower than a 5; |
| 3 | No more than one component has been assessed with a mark lower than a 6; |
| 4 | The average of the marks awarded for the components of the P-exam is at least a 6.0. |

In all other cases the student has failed.

A2. Fail/Pass guideline for Bachelor’s examination

A candidate for the B-exam of the CS and TEL courses has passed if he or she has met the following conditions:

|  |  |
| --- | --- |
| 1 | The candidate has passed the relevant propaedeutic examination; |
| 2 | The candidate has received an assessment for all components of the B-exam; |
| 3 | Not one component has been assessed with a mark lower than a 5; |
| 4 | No more than one component has been assessed with a mark lower than a 6; however, this may not be a unit of study that is larger than or equal to 10 ECs. |
| 5 | The average of the marks awarded for the components of the post-propaedeutic phase is at least a 6. |

In all other cases the student has failed.

A3. Pass/Fail guideline for Master’s examination

A candidate for the M-exam of the CS, TEL and HMI courses has passed only when all components of the M-exam have been successfully passed.

**APPENDIX B Cum Laude Guidelines**

In exceptional, individual cases the Board of Examiners may - at the request of the student - award the predicate “with distinction” if the conditions relating to the pace of study have been exceeded on excusable grounds. This may be the case, for example, with an acknowledged study delay, pursuant to the provisions imposed by the university. Furthermore, the award of the predicate “with distinction” should never be seen as an automatic occurrence.

B1. Propaedeutic examination

The P-exam may be awarded the predicate “with distinction”. For this predicate to be awarded the guideline applies that each of the following conditions must be met:

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| --- | --- |
| 1. | The P-exam has been taken in or within 1 year following the initial registration (study pace requirement); |
| 2. | The average of the marks for the components of the P-exam is an 8.0 or higher, excluding those non-numerical assessments deemed satisfactory; |
| 3. | All components have been awarded a 6 or higher; |
| 4. | In principle, exemptions are included as a 6 in the average of the marks awarded. |

B2. Bachelor’s examination

The B-exam may be awarded the predicate “with distinction”. For this predicate to be awarded the guideline applies that each of the following conditions must be met:

|  |  |
| --- | --- |
| 1. | The B-exam has been taken in or within 4 years following the initial registration (study pace requirement); |
| 2. | The average of the marks for the components of the post-propaedeutic phase is an 8.0 or higher, excluding those non-numerical assessments deemed satisfactory; |
| 3. | All components of the post-propaedeutic phase have been awarded a 6 or higher; |
| 4. | In principle, exemptions are included as a 6 in the average of the marks awarded; |
| 5. | The assessment of the final assignment is an 8 or higher. |

B3. Master’s examination

The M-exam may be awarded the predicate “with distinction”. For this predicate to be awarded the guideline applies that each of the following conditions must be met:

|  |  |
| --- | --- |
| 1. | The number of ECs that have been earned in the two years prior to the pass date amounts to at least 75% of the study workload in ECs for the M-exam (study pace requirement); |
| 2. | The average of the marks for the components of the M-exam is an 8.0 or higher, excluding those non-numerical assessments deemed satisfactory; |
| 3. | All components of the M-exam have been awarded a 6 or higher; |
| 4. | In principle, exemptions are included as a 6 in the average of the marks awarded; |
| 5. | The assessment of the final assignment is an 8 or higher. |

**APPENDIX C Approval flexible programme**

C1. Guidelines for purpose and content

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| 1. | The object of a flexible programme is to enable students to create courses that transgress the parameters of a discipline yet represent a programme in which various disciplines are equally represented. |
| 2. | A flexible programme should have a definable purpose. |
| 3. | A flexible programme should realize a comparable level as the course to which it is deemed to belong, attested by at least the following conditions:  - the presence of components from the same phase of study of the various disciplines  - the presence of a final assignment comparable with the final assignment of the course to which the flexible programme is deemed to belong. |
| 4. | A flexible programme should show internal coherence. |
| 5. | In the post-propaedeutic phase a flexible Bachelor’s programme may comprise propaedeutic components of another discipline than the course to which the flexible programme is deemed to belong. Also a flexible Master’s programme may comprise propaedeutic or post-propaedeutic components of another discipline than the course to which the flexible programme is deemed to belong. |
| 6. | A flexible programme which is deemed to belong to a specific course comprises a substantial part, of the order of 20%, of aforesaid course. |
| 7. | When submitting an application for a flexible programme, the applicant may include several subjects to be found on one or more of the lists appended to his or her application and endorsed by the graduation committee mandated to assess his or her final assignment. |
| 8. | The Board of Examiners may take the initiative to compose a flexible programme, which without further approval may be chosen by a student, without detriment to the right of the student, and ratified by the Board of Examiners, to introduce changes to it. When materializing such a flexible programme, the Board of Examiners consults the Board of Examiners of the other programme(s) involved. |

C2. Guidelines for procedure

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| --- | --- |
| 1. | The request for approval is addressed to the Board of Examiners and submitted to SESC. |
| 2. | When submitting a request for approval of a flexible programme, the applicant must indicate the purpose of his or her programme. |
| 3. | When submitting a request for approval of a flexible programme, the applicant must indicate in which quartile the components will be studied. |
| 4. | When establishing his or her flexible programme, the applicant of a request for approval thereof should consult with persons within the courses to which his or her programme belongs and should indicate in his or her request which persons were consulted during this process. |
| 5. | Before giving its approval, the Board of Examiners may ask for advice from those persons of other courses to whom the applicant referred as having consulted for his or her request. |

**APPENDIX D Approval individual minor**

D1. Guidelines for content

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| --- | --- |
| 1. | A minor aims to provide a student with a view of a field of study other than the discipline of the Bachelor’s programme, preferably of an unrelated discipline. |
| 2. | A minor must be of an academic level. |
| 3. | A propaedeutic subject may only be included in an individual minor when aforesaid subject is required as prerequisite for another subject in this minor. |
| 4. | Points 2 and 4 of the guidelines for purpose and coherence for the flexible programme (Appendix C1) also apply to the individual minor. |
| 5. | Complementary UT-wide guidelines on individual minors can be found at: <http://www.utwente.nl/majorminor/en/individual_minors/> |

D2. Guidelines for procedure

The procedure for approval of an individual minor is analagous to the approval of a flexible programme (Appendix C2).