

# STUDENT CHARTER

BACHELOR'S PROGRAMME

CIVIL ENGINEERING

2019 – 2020

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## SECTION 1 – GENERAL PROVISIONS

### ARTICLE 1.1 APPLICABILITY OF THESE REGULATIONS

1. The Education and Examination Regulations apply to all students enrolled in the relevant programme.
2. Students attending courses offered by a different educational programme are subject to the assessment rules laid down in the relevant assessment schedule, in the EER of the relevant educational programme and in the rules and guidelines of the Examination Board of the relevant educational programme. The decision on special facilities in accordance with Article 6.2.5 may only be taken by the Examination Board of the relevant programme.
3. Each degree programme has its own programme-specific annex.
4. This general section of the Education and Examination Regulations and the programme-specific section together form the applicable Education and Examination Regulations for the relevant Bachelor's programme.
5. Both sections of the Education and Examination Regulations are adopted by the faculty board.
6. The institute section of the student charter includes a definition of what the University of Twente considers to be academic misconduct. The rules and guidelines of the Examination Board for the Bachelor's programme in question includes additional rules about academic misconduct, such as which measures the Examination Board may take if it establishes misconduct.
7. The rules and guidelines of the Examination Board of the educational programme includes provisions on order for tests and rules in case of emergencies.
8. The following applies to the language used in the general section and the programme-specific Appendix of the Education and Examination Regulations and the rules and guidelines of the Examination Board:
  - a. English versions of the programme-specific Appendix of the Education and Examination Regulations and the Examination Board's rules and guidelines should be available for English-taught Bachelor's programmes.
  - b. Where the programme-specific Appendix of the EER and the Examination Board's rules and guidelines are available in both Dutch and English, each version must, for the sake of clarity, state which version is binding.
  - c. An English translation of this general section is available for English-taught Bachelor's programmes. In case of uncertainty, the Dutch version of this general section is binding.
9. Requests for exemptions to provisions laid down in the Education and Examination Regulations may be submitted to the Examination Board or the Programme Board, as suggested in the relevant articles of these Regulations.
10. These regulations have been drawn up using the masculine personal pronouns 'he' and 'him' and 'his'. In these cases, 'she' 'her' and 'hers' may be substituted.

## ARTICLE 1.2 DEFINITION OF TERMS

The following terms and definitions apply to this regulation:

Academic Year:	The period beginning on 1 September and ending on 31 August of the following year.
Binding Recommendation on continuation of studies (BSA):	student progress evaluation as referred to in Article 7.8 (b), paragraphs 1 and 2 of the Higher Education and Research Act involving expulsion from the programme in accordance with Article 7.8 (b), paragraph 3 of the Higher Education and Research Act. A BSA is issued by the Programme Board on behalf of the institutional administration.
Canvas:	University of Twente's digital learning environment;
Compulsory holiday:	required day off work
Credit:	a unit of 28 study load hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 of the Higher Education and Research Act),
Curriculum:	The aggregate of required and elective study units constituting a degree programme as laid down in the programme-specific annex.
Degree programme:	Bachelor's degree programme as referred to in the programme-specific annex to these Education and Examination Regulations.
Exam:	An investigation into the knowledge, insight, or skills of the student, as well as the assessment of the results of that investigation (Article 7.10 of the Higher Education and Research Act); an exam may consist of a number of tests.
Examination Board:	the Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education and Examination Regulations regarding the knowledge, understanding and skills required to obtain a degree.
Examiner:	The individual appointed by the Examination Board to administer examinations and tests and to determine the results, in accordance with Article 7.12 (c) of the Higher Education and Research Act.
Faculty board:	Head of the faculty (Section 9.12 of the Higher Education and Research Act),
Final degree audit:	A degree programme is concluded with a final degree audit. If the study units in the degree programme have been completed successfully, then the final degree audit will be deemed to have been completed. The Examination Board may require a supplementary examination.
Higher Education and Research Act:	The Higher Education and Research Act (abbreviated in Dutch to WHW), Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.
Honours Programme:	Institution-wide Bachelor's Honours programme
Institution:	University of Twente
Institutional administration:	The Executive Board, except as otherwise specified

Module:	a study unit worth 15 credits
Module coordinator:	The individual responsible for the module, as appointed by the programme board.
Module examiner	The individual appointed by the Examination Board to determine the results of the module.
Module part:	Coherent part of a module; relevant for validity of test results within modules.`
Osiris:	System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the university, as described in the Higher Education and Research Act.
PCC:	Personal Circumstances Committee. A committee convened by the institutional administration to advise the institutional administration in individual cases regarding the validity, duration and severity of a specific student's extenuating personal circumstances.
Practical exercise:	A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the Higher Education and Research Act is a study unit or a study unit component emphasizing an activity that the student engages in, such as: <ol style="list-style-type: none"> <li>1. carrying out literature research, completing an assignment or preparing a preliminary design, writing a thesis, article or position paper, or giving a presentation in public;</li> <li>2. carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills;</li> <li>3. work placement, fieldwork or excursions;</li> <li>4. participating in other educational activities deemed necessary and aimed at achieving the required skills, such as targeted practice of clinical skills in a specifically equipped skills lab.</li> </ol>
Programme Board:	The body appointed by the Dean to administer the degree programme.
Programme Committee:	Programme Committee as referred to in Art. 9.18 of the Higher Education and Research Act.
Student:	Anyone enrolled in a programme in accordance with article 7.34 and 7.37 of the Higher Education and Research Act,
Study adviser:	Person appointed by the board of the faculty who acts as contact between the student and the university, and in this role represents the interests of the students, as well as fulfilling an advisory role.
Study unit:	A programme component as defined in Article 7.3, paragraphs 2 and 3 of the Higher Education and Research Act. Each study unit is concluded with an exam.
Study workload:	The study workload is expressed in course credits according to the European Credit Transfer System. The study workload for one academic year is 60 credits. 60 credits is equal to 1680 hours of studying.
Test:	Part of an exam. If the exam for a study unit consists of a single test, then the result of that test will count as the result of the exam. A test can be split into components and administered during multiple sessions.

Test result: A result that is part of the final result for a module.

Test schedule: A schedule showing the method of assessment for a module.

UT: the University of Twente.

Working day: Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays ('brugdagen') on which the staff are free.

The definition of all other terms used in these regulations is in accordance with the definition accorded by statute.

## SECTION 2 - ADMISSION

### ARTICLE 2.1 EDUCATIONAL PREREQUISITES

Admission will be granted to the programme if the educational prerequisites for enrolment in university education are met in accordance with the Higher Education and Research Act, Articles 7.24, 7.25 and 7.28. Detailed admissions requirements can be found on the UT-website<sup>1</sup>.

### ARTICLE 2.2 BACHELOR'S PROGRAMME LANGUAGE REQUIREMENT FOR HOLDERS OF A NON-DUTCH QUALIFICATION

Applicants in possession of qualifications obtained outside the Netherlands may only enrol:

- d. If the programme is taught in Dutch: after complying with the Dutch language proficiency requirement by passing the state examination in Dutch as a second language, level 2, or earning the certificate Dutch as a Foreign Language, 'Profiel Academische Taalvaardigheid' (PAT) or 'Profiel Taalvaardigheid Hoger Onderwijs' (PTHO), and
- e. If the programme is taught in English: after complying with the English language proficiency requirement, involving proficiency at a level commensurate with the Dutch pre-university (VWO) exam. Passing one of the following tests serves as proof of the required proficiency:
  - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.0
  - o TOEFL (Test Of English as a Foreign Language). The minimum required TOEFL score is: 80 (internet-based test).
  - o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge Certificate in Advanced English
    - Cambridge Certificate of Proficiency in English
- f. The degree programme may impose additional requirements for Dutch or English language proficiency. These additional requirements are specified in the programme-specific annex.

### ARTICLE 2.3 ENTRANCE EXAMINATION ('COLLOQUIUM DOCTUM')

If the applicant fails to meet the requirements set in Articles 2.1 and 2.2, the institution may provide an exemption based on an entrance examination in accordance with Article 7.29 of the Higher Education and Research Act. Further details are available on the UT website under the link mentioned under Article 2.1..

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<sup>1</sup> <http://www.utwente.nl/en/education/bachelor/admission/>



## SECTION 3 – CONTENTS AND STRUCTURE OF THE PROGRAMME

### ARTICLE 3.1 AIM OF THE PROGRAMME

The goals and final attainment targets (Article 7.13 paragraph 2 (c) of the Higher Education and Research Act) are described in the programme-specific annex.

### ARTICLE 3.2 STRUCTURE OF THE PROGRAMME

1. The programme consists of 180 credits.
2. In addition to a core programme of up to 120 credits, students also take minors totalling at least 30 credits and they complete a graduation phase of a total of 30 credits. The programmes Advanced Technology and Technical Medicine are exceptions to this rule
  - a. The degree programme consists of modules.
  - b. A module is a study unit of 15 credits, in which programme-specific knowledge, skills and attitudes are developed and assessed in a coherent manner as much as possible.
  - c. Students generally take their minors in the first semester of the third year of studies.
  - d. The programme offering the minor module may set prerequisites for admission to the minor module.
  - e. The student's own programme may set conditions for the number of credits to be earned for admission to the minor module. These conditions are specified in the programme-specific annex.
  - f. The student is limited in his choice of minor by the provisions of (e) and (f). The range of programmes can be consulted on the website <https://www.utwente.nl/onderwijs/keuzeruimte/minor/>
  - g. Generally speaking, the second semester of the third year of studies is devoted to the graduation phase (which comprises a minimum of 15 credits).
  - h. The student is to at least complete the core of the Bachelor's programme prior to embarking on the graduation phase.
  - i. The Examination Board<sup>2</sup> is authorized to deviate from Articles 3.2.1 (f), (g) and (h) if strict adherence to those provisions would result in an unacceptable delay in study progress. In consultation with the Study Advisor, the student may submit a proposal to the Examination Board.
3. The programme-specific annex to these Education and Examination Regulations describes the degree programme in accordance with Article 7.13, paragraph 2 (a through e, g, i, l, s, t and v) of the Higher Education and Research Act.

### ARTICLE 3.3 THE PROGRAMME'S LANGUAGE OF TUITION

1. The degree programme's language of tuition is specified in the programme-specific annex.
2. If programme components deviate from the language of tuition, then this is to take place in accordance with the UT Code of Conduct for Languages of the UT and Article 7.2 of the Higher Education and Research Act.

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<sup>2</sup> It is important that the student is still able to achieve the attainment targets of the programme. In light of this consideration, this authorization has been formally conferred to the Examination Board, as they are the ones to ensure that only students who achieve the attainment targets are able to graduate. It is conceivable that a programme / faculty may opt to confer the authorization referred to in (j) to the Programme Board.

3. Bachelor's programmes taught in Dutch may use study materials in English or Dutch. Study units or components of study units may be taught and assessed in English, if:
  - a. a lecturer or tutor in the unit of study does not speak Dutch, or
  - b. students from the relevant Bachelor's programme take the module together with student's from an English-taught Bachelor's programme, or
  - c. the degree programme considers it necessary in order to fulfil one of its aims in the area of English language communication skills, or
4. In accordance with Article 4.1, paragraph 10, the module coordinator or the examiner of a study unit must indicate the language(s) of teaching and assessment in SIS.

#### ARTICLE 3.4 EXEMPTION

1. The Examination Board may grant an exemption to a student at his request for one or more full study units. To this end, the student must demonstrate completion of a component of a higher education programme that is equivalent in content, scope and level, or that he has acquired expertise and skills through work or professional experience with regard to the relevant study unit.
2. The Examination Board has the authority to make exceptions to the provision in paragraph 1 and to grant an exemption to a student for components of a study unit.
3. A student may also be exempted from practical exercises if he can demonstrate that a required practical exercise will likely give rise to a moral dilemma. In such cases the Examination Board will decide whether the component can be completed in another manner to be determined by the Examination Board.

#### ARTICLE 3.5 ELECTIVE PROGRAMME

The Examination Board of the programme decides on requests for permission to take an elective programme as referred to in Article 7.3 (h) of the Higher Education and Research Act. The Examination Board assesses whether an elective programme is appropriate and consistent within the domain of the degree programme and whether the level is high enough in light of the final attainment targets of the programme.

## SECTION 4 - TEACHING AND ASSESSMENT

### ARTICLE 4.1 GENERAL

1. The institutional administration is responsible for the practical organization of interim and other examinations.
2. Each module concludes with an exam.
3. The exam may consist of a number of tests<sup>3</sup>.
4. A test can be administered in multiple sessions and/or components. The results of these components are not included in Osiris, but must be announced to the students through the Gradebook in Canvas.
  - a. The student has the right to inspect recent model test questions or model tests, or old tests and their keys, along with the norm for assessment.
  - b. The time allotted to administering a test may not exceed three hours<sup>4,5</sup>.
  - c. If the examiner wishes to use a form of assessment that takes more than three hours, he may ask the Examination Board for approval to deviate from the preceding paragraph. The request must be submitted at least four weeks before the start of the course period in order to comply with the provisions of paragraph 11 about timely notification of various aspects of teaching and testing.
5. Test results are expressed as a whole number from 1 to 10 or a number from 1 to 10 with a single decimal, or as 'pass' / 'fail'.
6. Exam results are rounded to the nearest whole number.
7. Exam results are expressed as a whole number from 1 to 10. Interim exam results of 6 or higher are a pass.
8. The module examiner consults with any other examiners involved in the module prior to determining the exam results for the module (Article 4.2). This consultation should preferably take place during a module assessment meeting.
9. The 15 credits will be awarded only once a module has been passed. No Credits are awarded for components of a module.
10. If more than one authorized result has been established for one and the same unit of study, the highest result will apply. This also applies to tests and components of tests.
11. The Programme Board publishes the following details in Osiris: scope, course objectives and content of the study unit, language of tuition, language of assessment, prerequisites, required and recommended study materials, design of teaching methods and assessment.

### ARTICLE 4.2 MODULES

1. Each module has a module coordinator and a module examiner. This is preferably the same person.
2. The Examination Board appoints the examiners for the module components and a module examiner for each module.

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<sup>3</sup> A test may take the following forms: a written test, an assignment, an oral test, the assessment of practical exercises as referred to in Article 1.2 or a combination of the above.

<sup>4</sup> If a test consists of several components, administered during multiple sessions, the maximum time applies to each component. Article 7.1 paragraph 10 includes a provision on the maximum extra time allotted to students with dyslexia.

<sup>5</sup> An interim exam result of 5.49 is rounded down to 5 (fail). An interim exam result of 5.50 is rounded up to 6 (pass).

### ARTICLE 4.3 REGISTERING FOR STUDY UNITS AND TESTS

1. Registration in Osiris is required prior to participating in the study unit.
2. Upon registering for the study unit, the student will automatically be registered for the regular assessments associated with the study unit.
3. Information on registration for resits is indicated in the assessment schedule.

### ARTICLE 4.4 MODULE DESCRIPTION & SCHEDULE

1. In the program-specific annex to these regulations, a module description for each module is given.
2. The module description defines at least:
  - a. the learning objectives of the module and the module components;
  - b. the module components;
  - c. the number of credits and weighting ratio of the module components;
  - d. the language of instruction and testing.
3. After the module coordinator has drawn up the assessment schedule, it will be adopted by the Programme Board. The Examination Board issues its advisory opinion on the assessment schedules.
4. At least two weeks prior to the start of the module, the assessment schedule for the module is published on Canvas.
5. The assessment schedule defines at least:
  - a. the conditions for passing the module;
  - b. how the learning objectives of the module and module parts are assessed
  - c. the period of validity of the result of the test or tests for a module component;
  - d. when the tests are taken;
  - e. any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
  - f. when the resit options take place and which conditions are attached to take part; each module component must offer at least one resit option within the same academic year. An exception may be made for practical exercises<sup>6</sup>;
  - g. any compensation schemes for test results within the module;
  - h. any pass-fail regulation for test results from different modules<sup>7</sup>;
  - i. the marking period for each test; this must not exceed 10 working days with due observance of Article 4.6.8 of this regulation.
6. The Programme Board may modify the assessment schedule during the course of the study unit.
  - a. The assessment schedule may only be changed in consultation with the module coordinator upon the recommendation of the Examinations Board. Students are to be informed immediately of the change.

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<sup>6</sup> See the definition of terms in Article 1.2. These include projects and practical classes.

<sup>7</sup> The Examination Board has the legal right to determine that a student may pass while not have achieved only passes. This is referred to as the 'pass/fail regulation'.

- b. If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, then it will be sufficient if the module coordinator consults with the Programme Board. Students are to be informed immediately of the change. The Programme Board must inform the Examination Board of the decision to make the change at the next examination meeting.
7. Changes to the assessment schedule may not put students at an unreasonable disadvantage. Examination Boards may make individual arrangements in these cases.

#### ARTICLE 4.5 ORAL EXAMINATIONS

1. Oral examinations will be public unless decided otherwise by the Examination Board in exceptional cases, whether or not at the request of the examiner or the student.
2. If the student or the examiner actually wishes a third party to be present when administering the oral examination, then a request to this end must be submitted to the Board of Examiners at least fifteen days prior to the examination. The student and the examiner are notified of the Programme Board's decision no later than 5 working days in advance. The Programme Board must inform the Examination Board of the decision at the next examination meeting. Public graduation symposia, public presentations and group tests are excluded from this provision.
3. If the Examination Board has decided that members of the Examination Board or an observer on behalf of the Examination Board is to be present during the administration of an oral examination, then the Examination Board is to make this known to the examiner and the student at least two working days prior to the oral examination.

#### ARTICLE 4.6 ASSESSMENT DEADLINE AND DATE OF EXAM OR TEST

1. The examiner is to inform the student of the result of an oral examination within one working day.
2. The provisions of paragraph 1 do not apply if the oral examination is part of a series of oral examinations of the same study unit which are administered on more than one day. In that case, the examiner is to determine the result within one working day following the conclusion of the series of oral examinations.
3. The deadline for determining and disclosing the results of a written test (or other kind of assessment) is to be included in the assessment schedule of the study unit.
4. The examination result of a study unit, determined in accordance with Article 4.1.8, is to be disclosed to the student within ten working days after the conclusion of the teaching period during which the study unit is offered. If the student fails an exam and there is a resit opportunity outside of the teaching period during which the study unit is offered, and the module examiner has determined that the student meets the conditions for participation in the resit (in accordance with Article 4.4.5 (f)), then this decision is to be made known to the student within ten working days after the conclusion of the teaching period.
5. The date of exam, or exam date, is the date on which the last test for an exam is taken.
6. The date of a test, or test date, is the date on which a test is taken. If the test is a paper or assignment, the deadline for handing in is the test date.
7. In case of a test taken in multiple sessions, the date of the last session is the test date. In case of a test in multiple parts, where the last part is a paper or assignment, the deadline for handing in is the test date.
8. If a second test is planned shortly after the first, the results of the first test will be published at least five working days prior to the second test to give the student time to prepare.
9. Should the examiner not be able to meet the deadline as stated in Article 4.6, paragraphs 1, 2, 4 and 6 due to exceptional circumstances, then he is to notify the Programme Board and the Examination Board, providing reasons for the delay. The Programme Board is to inform the students involved of the delay immediately, and of the term within which the results will be made known. If the Examination

Board is of the opinion that the Examiner has not met his/her obligations, it may appoint another Examiner to ascertain the result of the exam at the request of the Programme Board.

#### ARTICLE 4.7 PERIOD OF VALIDITY

1. The period of validity for the results of an exam that has been passed is infinite. The validity of an exam result can only expire if the knowledge or skills tested are falsified or are proven to have lost their relevance.
2. The period of validity of the result of the test or a test for a module component is defined in the programme specific annex and in the assessment schedule of the module.

#### ARTICLE 4.8 RIGHT OF INSPECTION AND DISCUSSION

1. The student is entitled to inspect and discuss his test together with the examiner, and the examiner is to explain the assessment.
2. If the examiner holds a group discussion of the assessment, the student must use that opportunity as his right to discussion as referred to in paragraph 1. If the student cannot attend the group discussion or if the student is not given the opportunity at the group discussion to discuss the reasons for the examiner's assessment of his test with the examiner, the student may submit a request for individual discussion with the examiner within five working days after the group discussion. The individual discussion must take place no later than three working days prior to the next test opportunity.
3. If there is no collective discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten days after publication of the results. The individual discussion must take place no later than three working days prior to the next test opportunity.
4. Individual and group discussion must take place no later than five weeks after the publication of the test results, but at least three working days prior to the next test opportunity, in the presence of the examiner or a designated substitute.
5. The student has a right to inspect his assessed work for a period of two years following the assessment.

#### ARTICLE 4.9 RETENTION PERIOD FOR TESTS

1. The retention period for test assignments, keys and the assessments of written tests is two years.
2. De retention period for final Bachelor's projects is at least seven years.

#### ARTICLE 4.10 EVALUATION OF EDUCATION

1. The programme board is responsible for safeguarding the quality of the programme.
2. The programme board is responsible for evaluating the quality of the programme.
3. The way evaluation and safeguarding is organized is described in the programme specific annex.

## SECTION 5 – FINAL DEGREE AUDIT

### ARTICLE 5.1 EXAMINATION BOARD

1. The Faculty Board appoints an Examination Board for each degree programme (or group of programmes).
2. The Faculty Board convenes the Examination Board and appoints the members based on their expertise in the field of the relevant degree programme or group of programmes.
3. It is the responsibility of the Faculty Board to ensure that the Examination Board is independent and functions as an expert professional body.
4. The Examination Board performs all tasks that are assigned to it by law or by university regulations.
5. Under their own authority, Examination Boards define and publish Rules & Regulations for (appointment of) examiners, the final degree audit, the exams, and tests.
6. The statutory authority of the Examination Board applies to all study units comprising the student's degree programme.

### ARTICLE 5.2 FINAL DEGREE AUDIT

1. In accordance with Article 7.10, paragraph 2 of the Higher Education and Research Act, the Bachelor's final degree audit is considered to be complete when the student has passed all study unit exams in the Bachelor's programme.
2. The Examination Board will issue a degree certificate as proof that the student has satisfied all the requirements of the Bachelor's exam once the institutional administration has confirmed that the procedural requirements for issuing the degree certificate have been met. The Examination Board will append a supplement to the degree certificate. The date indicated on the degree certificate (i.e. the date of examination) is the day on which the student completed the final study unit of his degree programme (Section 7.11 of the Higher Education and Research Act).
3. A student may submit a written request to the Examination Board to postpone the final degree audit, and thus to delay the awarding of the degree certificate. The student should indicate the duration of the postponement in his request. The requested postponement may not exceed 12 months.
4. If the student has requested postponement based on the provisions of paragraph 3, then the date of the final degree audit will be the date on which the Examination Board decides that the student has passed the final degree audit subsequent to the postponement.

### ARTICLE 5.3 DEGREE

1. Students who have successfully met all requirements for the Bachelor's final degree audit will be awarded a Bachelor of Science (BSc) degree.
2. The degree conferred is stated on the degree certificate. The student's average grade (GPA) is mentioned on the degree supplement. An annex to the degree supplement indicates how the GPA is calculated.

### ARTICLE 5.4 DEGREE CERTIFICATE

1. The Examination Board will award a degree certificate as evidence that the student has met all of the requirements of the Bachelor's final degree audit. The degree certificate will be signed by the Chair of the Examination Board. If the Chair is absent, one of the members of the Examination Board may also sign the degree certificate.

2. The following information is to be mentioned on the certificate (in accordance with Article 7.11 of the Higher Education and Research Act):
  - a. the student's name and date of birth;
  - b. the name of the institution and the degree programme as stated in the relevant register as referred to in Article 6.3 of the Higher Education and Research Act;
  - c. the date on which the examination was completed;
  - d. the components<sup>8</sup> of the Bachelor's examination;
  - e. If the student has successfully completed an honours programme while on the Bachelor's programme, then this fact will be stated on the degree supplement as an extracurricular programme.
  - f. the degree conferred (in accordance with Article 7.10 (a) of the Higher Education and Research Act).
  - g. where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 of the Higher Education and Research Act);
  - h. the date on which the programme was last accredited or the date on which the programme passed the new programme assessment as referred to in Article 5a.11, paragraph 2.
3. An International Diploma Supplement is to be appended to the degree certificate (Article 7.11, paragraph 4 of the Higher Education and Research Act). This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The supplement is to include the following information:
  - a. the name of the programme and the name of the university;
  - b. that the programme was offered at an institution for academic education;
  - c. a description of the programme content; an indication of any specialization and/or minor, if applicable;
  - d. the study load of the programme;
  - e. the modules, the module components and their results;
  - f. exams passed by the student that are not part of the final degree assessment.
4. If the Examination Board<sup>9</sup> has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the degree certificate.
5. Students who have successfully completed more than one exam but cannot be awarded a degree certificate as referred to in paragraph 1, will receive, at their own request, a statement prepared by the Examination Board which in any case will state the results of the exams the student has passed (Article 7.11, paragraph 5 of the Higher Education and Research Act).

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<sup>8</sup> Components' in the Act means the study units of which the Bachelor's examination consists. At the University of Twente these are almost always the modules of which Bachelor's programme consists.

<sup>9</sup> There has long been discussion about the question if the Programme Board or the Examination Board should award the designation 'with distinction'. Both situations exist and minimum conditions / guidelines have been drawn up either in the Examination Board's rules or in the EER itself. a. Many of the faculties consent with the current text. b. A degree programme / faculty may modify the text if they wish. c. An alternative phrasing might be 'If a specific distinction has been awarded to the student, etc.'.



## SECTION 6 – STUDENT GUIDANCE AND RECOMMENDATION ON CONTINUATION OF STUDIES

### ARTICLE 6.1 STUDY PROGRESS REPORT

1. If needed, the student can request a certified study progress report from the Student Services desk.

### ARTICLE 6.2 STUDENT GUIDANCE

2. The Faculty Board is responsible for student guidance, including informing students of opportunities for academic endeavour within the programme and via extracurricular avenues.
3. Each student is appointed a Study Advisor.
4. The Study Advisor supervises the student and advises him on study-related matters, as well as personal problems that may be affecting the student's studies.
5. If a student wishes to make use of his right to specific supervision or special facilities, they must contact the Study Advisor. The Study Advisor records the agreements made with the student.
6. The following applies to the entitlement to special facilities:
  - a. demonstrable circumstances beyond the student's control or extenuating personal circumstances;
  - b. if necessary and where possible, dispensation from participation in exams or tests and/or the availability of special facilities for exams and tests. Such dispensation and additional opportunities for tests may only be granted by the Examination Board.
7. An introductory interview will be held with each student before 1 November of the first year of enrolment on the programme.
8. Each student will receive a preliminary recommendation on continuation of studies in week 52 at the latest of his first year of enrolment on the programme. This also applies to students in their second year of enrolment in the degree programme whose binding recommendation on continuation of studies has been postponed. This preliminary recommendation is not binding.
9. Each student will receive a second preliminary recommendation on continuation of studies in week 10 at the latest of his first year of enrolment on the programme. This also applies to students in their second year of enrolment in the degree programme whose binding recommendation on continuation of studies has been postponed. This preliminary recommendation is not binding.
10. Students who receive a negative preliminary recommendation on continuation of studies will be invited for an interview with the Study Advisor to discuss their study methods and a review of their choice of degree programme.

### ARTICLE 6.3 BINDING RECOMMENDATION ON CONTINUATION OF STUDIES (BSA)

1. Each student receives a written binding recommendation on continuation of studies at the end of the first year of enrolment in the programme about continuing his studies within the programme, notwithstanding Article 6.4. This progress evaluation is based on the student's results. The student may be allowed to continue on the programme, or may be required to leave the programme, with due regard to Articles 6.4 and 6.5.
2. The institutional administration mandates the Programme Board to issue recommendations on continuation of studies, as referred to in paragraph 1.
3. The binding recommendation on continuation of studies includes the results of the module components that remain valid the following academic year.
  - a. Only the credits from modules and module components in the first year of the programme count toward the threshold for the binding recommendation on continuation of studies.

- b. The exemptions for components of the first year awarded to the student count towards determining the number of credits.
  - c. The Programme Board may set down subject-specific requirements which must be met. These requirements are specified in the programme-specific Appendix<sup>10</sup>.
4. The binding recommendation on continuation of studies as referred to in paragraph 1 may include a rejection, if the student in the opinion of the Programme Board is not deemed suitable for the degree programme because the student has passed fewer than three modules in which
- the student has passed in total less than 75% of study load in the first year of the programme, or
  - the student has passed 75% or more of the study load of the first year but does not meet the programme-specific requirements (as referred to in paragraph 3 (c) of this Article).

A final recommendation on continuation of studies that involves expulsion is referred to as a binding recommendation on continuation of studies (BSA).

5. When considering a BSA involving expulsion, the Programme Board will take the student's personal circumstances into account at the student's request. The Programme Board will only take personal circumstances into account that have been reported to the Study Advisor as soon as can reasonably be expected following their onset.
- a. Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in elite sports and membership on the University Council, Faculty Council, Programme Committee or a Category 3 board in accordance with the FOBOS Regulations.
  - b. In consultation with the Study Advisor, the personal circumstances are to be reported to the Personal Circumstances Committee (CPO) and accompanied by supporting documentation.
  - c. The CPO will assess the validity and severity of the personal circumstances and report its findings to the Programme Board and the relevant Study Advisor.
  - d. The Programme Board will take the CPO's findings into account when assessing the student's request.
6. Prior to receiving a final decision on BSA, students receive a warning. The time between the warning and the final decision should be sufficient to allow the student to meet the requirements of the program, if still possible. Students also have the right to a hearing with the Programme Board before the final decision (Higher Education and Research Act art. 7.8b, paragraph 4).
7. The Programme Board's decision regarding the BSA will make mention of the applicable appeals procedure. Expulsion following a BSA may be appealed within six weeks by lodging an appeal with the Examination Appeals Board.
8. If a student receives a BSA, he/she may not enrol in the same degree programme for a period of three consecutive academic years.
9. If a student re-enrols in the relevant Bachelor's programme after the period referred to in paragraph 8, this enrolment is designated as a first-year enrolment and the relevant provisions of this section apply in full.

## ARTICLE 6.4 DISCONTINUATION OF THE PROGRAMME

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<sup>10</sup> Subject-specific requirements may not state that all module components of a certain type must be completed. 'The student must pass all mathematics module components from the B1 programme' is not permitted, whereas 'The student must pass three of the four mathematics components from the B1 programme' is permitted.

1. The programme is considered to be discontinued if the student stops taking courses or any form of tests for the programme, and where the student:
  - a. submits a request with the University of Twente to terminate the enrolment, or
  - b. de-enrols for the programme at the University of Twente, with the student enrolling in another programme at the University of Twente and thus switching to another programme at the University of Twente, or
  - c. continues his studies at another institute of higher education with a proof of tuition fees paid.
2. If in his first year of enrolment for the degree programme a student submits a request through Studielink by 31 January to terminate enrolment and he is de-enrolled before or on 1 February and he does not re-enrol for the same programme in that same academic year, a binding recommendation on continuation of studies as referred to in paragraph 1 of Article 6.3 will not be issued. If this student does re-enrol in the relevant Bachelor's programme, this enrolment is designated as his first-year enrolment.
3. Students who are de-enrolled after 1 February for the degree programme at the University of Twente, will receive a binding recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 from the programme they discontinued.

#### ARTICLE 6.5 POSTPONEMENT OF THE BINDING RECOMMENDATION ON CONTINUATION OF STUDIES

1. The binding recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 may be postponed if:
  - a. the student has enrolled in the degree programme on or after 1 October of the relevant academic year and on 31 August at the latest has not met the norm set in Article 6.3, paragraph 3, or
  - b. if personal circumstances preclude an assessment of a student's academic capacities at the end of the first year of enrolment in the degree programme, or
  - c. the student switches from one degree programme at the University of Twente to another on or after 1 October of the first year, whereby the student de-enrols for one programme (discontinuation in the sense of Article 6.4, paragraph 1 under b) and enrolls in another programme.
2. If this student, whose binding recommendation on continuation of studies as referred to in Article 6.3 (1) has been postponed based on that article, re-enrols in a subsequent academic year in the relevant programme, then a binding recommendation on continuation of studies will be issued at the end of that subsequent academic year. The same norm as set out in Article 6.3 (3) applies to this binding recommendation on continuation of studies.
  - a. The student whose binding recommendation on continuation of studies as referred to in Article 6.3 (1) has been postponed based on Article 6.5 (1)(a), will be notified in writing within 6 weeks of the date of enrolment before which date the programme will issue the final binding recommendation on continuation of studies.
  - b. The student whose binding recommendation on continuation of studies as referred to in Article 6.3 (1) has been postponed based on Article 6.5 (1)(b), will be notified in writing within 6 weeks of the date of enrolment before which date the programme will issue the final binding recommendation on continuation of studies.
  - c. For students whose binding recommendation on continuation of studies as referred to in Article 6.3 (1) has been postponed based on Article 6.5 (1)(c), the end of the second year of enrolment in the relevant programme applies as the new deadline for the final binding recommendation on continuation of studies. The student binding recommendation on continuation of studies is issued by the degree programme in which the student is newly enrolled.

3. If a student transfers to another UT degree programme prior to 1 October, then the norm will not be adjusted as referred to in Article 6.3, paragraph 3 and the binding recommendation on continuation of studies will not be postponed based on transfer.

## SECTION 7 – STUDYING WITH A FUNCTIONAL IMPAIRMENT

### ARTICLE 7.1 STUDYING WITH A FUNCTIONAL IMPAIRMENT

1. A functional impairment is a physical, sensory or other functional disorder that might limit the student's academic progress.
2. The Study Advisor and the student will discuss the most effective facilities for the student as referred to in Article 2 of the Equal Treatment of Disabled and Chronically Ill People Act (WGB h/cz).
3. Facilities are to be aimed at removing specific barriers in the teaching programme or when it comes to taking exams. Where necessary, these facilities may be related to access to infrastructure (buildings, classrooms and furnishings) and study materials, adjustments to the form of assessment, alternative learning pathways or a customized study plan. The facilities are to ensure the student's chances of achieving the final attainment targets.
4. Based on the interview referred to in paragraph 2, the student is to submit a request for facilities to the Faculty Board, preferably three months before the student is to participate in classes, exams and practical exercises for which the facilities are required.
5. The request is to be submitted along with supporting documentation that is reasonably necessary for assessing the request (such as a letter from a doctor or psychologist registered in the BIG register, or in the case of dyslexia from a healthcare psychologist or special education needs expert, also registered in the BIG register).
6. The Faculty Board will decide on the admissibility of the request as referred to in paragraph 4 and will inform the student and the Study Advisor of the decision within 20 working days after receipt of the request, or sooner as the urgency of the request dictates.
7. The Study Advisor will ensure that the relevant parties are informed in good time about the facilities granted to a student with a functional impairment.
8. Should the Faculty Board reject the request in full or in part, the Faculty Board is to inform the student of the justification for the rejection and the possibilities for lodging an objection and an appeal. A written objection must be submitted in writing within six weeks after the decision has been communicated to the student. The objection is to be submitted to the objections, appeals and complaints office via the Student Services desk.
9. Should extra facilities be granted, the period of validity will also be indicated. The applicant and the Study Advisor will evaluate the facilities before the end of this period. During this evaluation, parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10. If a student is dyslexic, he will be granted a maximum of 15 extra minutes for each hour that a test or exam is officially scheduled.
11. If a student is dyslexic, he will be granted a maximum of 15 extra minutes for each hour that a test or exam is officially scheduled.

## SECTION 8 – AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

### ARTICLE 8.1 CONFLICTS WITH THE REGULATIONS

If other additional regulations and/or provisions pertaining to education and/or examinations conflict with these Education and Examination Regulations, the provisions in these Education and Examination Regulations will prevail.

### ARTICLE 8.2 ADMINISTRATIVE ERRORS

If, following the publication of an exam result, a marks sheet, or an student's progress report, an alleged error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

### ARTICLE 8.3 AMENDMENTS TO THE REGULATIONS

1. Amendments to these Education and Examination Regulations are enacted by the Faculty Board in a separate decree.
2. In principle, amendments to these regulations do not apply to the current academic year. Amendments to these regulations may apply to the current academic year if the interests of the student are not prejudiced within reasonable bounds, or in situations of force majeure.
3. Amendments to these regulations have no effect on earlier decisions by the Examination Board.

### ARTICLE 8.4 TRANSITIONAL ARRANGEMENT

1. In the case of amendment of these Education and Examination Regulations, the Faculty Board is to enact a transitional arrangement as necessary.
2. The transitional arrangement is to be published on the degree programme's website.
3. General principles for the transitional arrangement in the case of changes to the curriculum:
  - a. Changes to the curriculum are to be announced prior to the academic year in which the changes take effect.
  - b. No guarantee can be made that all programme study units that were part of the curriculum when a student enrolled in a programme will continue to be part of the curriculum. The final Bachelor's degree assessment is to be based on the curriculum most recently adopted by the Faculty Board.
4. The transitional arrangement will always include:
  - a. the study units that are equivalent to study units or components of study units from the current curriculum as indicated in the programme-specific annex; an indication that if a teaching unit that does not involve a practical is dropped from a programme, then students are to have at least two opportunities in the following year to take a written or oral exam or to undergo another form of assessment.
  - b. an indication that if a study unit with practical exercises is dropped from the programme and there is no opportunity in the subsequent academic year to complete the practical exercise, then at least one study unit will be designated that may be completed as a substitute for the study unit that has been dropped;
  - c. the period of validity of the transitional arrangement.

5. The transitional arrangement must be approved by the Examination Board with regard to the provisions of paragraph 4a and 4c.
6. In exceptional cases and to the student's benefit, the Examination Board may deviate from the prescribed number of opportunities to sit exams related to study units that have been dropped from the curriculum.

#### ARTICLE 8.5 ASSESSMENT OF THE EDUCATION AND EXAMINATION REGULATIONS

1. The Faculty Board is responsible for the regular assessment of the Education and Examination Regulations and is to take into account the time involved for the student for the purposes of monitoring and adjusting the study load, if necessary.
2. In accordance with article 9.18 of the Higher Education and Research Act, parts on the Education and Examination Regulations need the approval of the Programme Committee. On other parts the Programme Committee can advise.
3. The Programme Committee annually assesses the way in which the Education and Examination Regulations are implemented.

#### ARTICLE 8.6 APPEALS AND OBJECTIONS

An objection against a decision by the Examination Board or by an examiner or an appeal against a decision by the Faculty Board based on these Regulations must be submitted in writing within six weeks after the decision has been communicated to the student. The objection is to be submitted to the objections, appeals and complaints office via the Student Services desk.

#### ARTICLE 8.7 HARDSHIP CLAUSE

The Examination Board or the Programme Board may allow derogation from the provisions of these Regulations in the event of demonstrably compelling unreasonableness or unfairness. These Regulations define which Board has the authority to derogate.

#### ARTICLE 8.8 PUBLICATION

The Education and Examination Regulations and the Examination Board's rules and guidelines are to be published on the degree programme's website.

#### ARTICLE 8.9 ENTRY INTO FORCE

These regulations enter into force on 1 September 2019 and replace the regulations of 1 September 2017.

Adopted by the faculty board of the Faculty of Engineering Technology,

having regard to Section 9.5, 9.15, first subsection under a, Section 7.13, first and second subsection, Sections 9.38, under b, and 9.18, first subsection under a, and Section 7.59 of the Higher Education and Research Act,

in due consideration of the recommendations of the Programme Committee, and following approval or advice from the Faculty Council.

Enschede, 31-08-2019