

STUDENT CHARTER

BACHELOR'S PROGRAMME CIVIL ENGINEERING

2020 – 2021

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## Section 1 General Provisions

### 1.1 Applicability of these regulations

1. The Education and Examination Regulations apply to all students enrolled in the relevant programme.
2. For students who follow a study unit from another programme, the rules for testing apply that are laid down in the assessment plan of the study unit concerned, in the education and examination regulations and in the rules of the Examination Board of the programme that offers the study unit concerned. Special facilities<sup>1</sup> according to Article 6.2.5 can only be granted by the Examination Board of the programme for which the student is enrolled.
3. Each programme has its own programme specific appendix.
4. For each programme, this general section and the programme-specific appendix together form the education and examination regulations for the Bachelor's programme concerned
5. The general section and the programme-specific appendix of the Education and Examination Regulations are determined by the Faculty Board.
6. The institutional part of the students' charter includes a definition of what the UT considers as fraud. The rules of the Examination Board of the Bachelor's programme concerned has additional regulations about fraud, for instance about what action the Examination Board is entitled to take when they have detected a case of fraud.
7. The rules of the Examination Board of the Bachelor's programme concerned include regulations about the order during tests and rules in case of calamities.
8. The following rules about the language of the general section and the programme specific appendix of the Education and Examination Regulations and the rules of the Examination Board apply:
  - a. In the event of discrepancy, the Dutch version of this general section is binding;
  - b. For English-taught Bachelor's programmes, English versions of the programme specific appendix of the education and examination regulations and the rules of the Examination Board of the Bachelor's programme must be available;
  - c. If both English and Dutch versions of the programme-specific appendix of the education and examination regulations and the rules of the Examination Board of the Bachelor's programme concerned are available, both versions must include a rule about which version is binding in the event of discrepancy.
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. The guiding principle here is which body has the authority to make decision on – or to make an exception to - a provision from 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.

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<sup>1</sup> Dispensation for participation in exams or tests and/or the availability of special facilities with regard to testing, granting additional testing opportunities.

## 1.2 Definition of terms

The terms used in these Regulations should be interpreted as follows:

Academic Year:	The period beginning on 1 September and ending on 31 August of the following year.
Assessment plan:	A plan indicating how the testing of a module is organised. At first, it states the grading of the study units of the module, and secondly, the conditions for passing the entire module (including possible compensation rules within the module and compensation rules for study units or parts of study units of different modules).
BSA:	Binding Recommendation on continuation of studies. Student progress evaluation as referred to in Article(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.
Curriculum:	The aggregate of required and elective study units constituting a degree programme as laid down in the programme specific appendix.
Degree programme:	Bachelor's degree programme as referred to in the programme specific appendix to these Education and Examination Regulations.
European Credit (EC):	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).
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.
Exemption:	Establishing by the Examination Board that a student has acquired competences, i.e. on account of exams or final examinations in the higher education domain passed earlier, or knowledge or skills acquired outside the higher education domain, that are comparable in content, size and level to one or more study units or parts thereof.
Faculty Board:	Head of the faculty (Article 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.
HERA:	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 total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible
Module coordinator:	The individual charged by the Programme Board with organising the module.

Module examiner:	The individual appointed by the Examination Board to determine the results of the module in accordance with Article 7.12c of the Higher Education and Research Act.
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 (CPO):	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:	<p>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:</p> <ul style="list-style-type: none"> <li>• 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>• carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills;</li> <li>• work placement, fieldwork or excursions;</li> <li>• 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> </ul>
Programme:	The Bachelor's programme referred to in the programme-specific appendix of these education and examination regulations.
Programme Board:	The committee charged by the Faculty Board with managing the programme. This may also be an individual person. In which case the term programme director is used.
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 Faculty Board who acts as contact between the student and the programme, 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

### 2.1 Prerequisites

Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met, in accordance with the WHW, Articles 7.24, 7.25 and 7.28. The conditions pertaining to this can be found on the University of Twente's website.<sup>2</sup>

### 2.2 Bachelor's programme language requirement for holders of a non-Dutch qualification

1. Applicants in possession of qualifications obtained outside the Netherlands may only enrol:
2. if the programme is offered in the Dutch language: after it has been shown that the requirement for adequate proficiency in the Dutch language to the level of the Dutch pre-university (VWO) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements<sup>3</sup>
3. if the programme is offered in the English language: after it has been shown that the requirement for adequate proficiency in the English language to the level of the Dutch pre-university (VWO) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements<sup>4</sup>
4. The provisions in paragraph 1 and 2 relate to the entry requirements for incoming students. They involve only the formal aspects of language such as spelling and grammar: not academic language proficiency<sup>5</sup>. Acquiring academic language proficiency should be part of the programme's vision.

### 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>2</sup> <http://www.utwente.nl/en/education/bachelor/admission/>

<sup>3</sup> <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

<sup>4</sup> <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

<sup>5</sup> Language Code of Conduct, January 2020 <https://www.utwente.nl/en/ces/language-centre/organisation/language-policy/ut-language-policy-documents/>

## Section 3 Contents and structure of the programme

### 3.1 Aim of the programme

The qualities regarding the knowledge, insight and skills a student must have acquired upon completion of the programme (Article 7.13 paragraph 2 (c) of the Higher Education and Research Act) are described in the programme specific appendix.

### 3.2 Structure of the programme

1. The programme is equivalent to 180 EC.
2. The curriculum always needs to contain a core programme of a maximum of 120 EC's, a minor of 30 EC and a graduation phase of a minimum of 15 EC. Exceptions are the programmes Advanced Technology and Technical Medicine which have electives instead of a minor or do not have a minor but a core programme of more than 120 EC.
3. The programme specific appendix describes the core programme of the programme.
4. The curriculum is composed of modules.
5. A module is the total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated / coherent way as much as possible.
6. Before the start of a study unit, the student must meet the prior knowledge prerequisites for that study unit, as described in the education catalogue.
7. In principle, the minors are done during the first semester of the third year of studies.
8. The programme offering the minor module may set prerequisites for prior knowledge of the student for admission to the minor modules. These prerequisites are included in the programme specific appendix concerned.
9. The student programme in which the student is enrolled may set prerequisites for the number of EC's required for admission to the minor modules. These prerequisites have been included in the programme specific appendix concerned.
10. The offer of minors from which the student can choose for his minor is limited by the restrictions in paragraph 8 and 9. The offer can be examined on the website <https://www.utwente.nl/en/education/electives/minor/>
11. In principle, the graduation phase, requiring a minimum of 15 EC, is done during the second semester of the third year of study.
12. To be admitted to the graduation phase the student is required to have at least completed the core programme of the Bachelor programme
13. The Examination Board<sup>6</sup> is authorized to deviate from Articles 3.2.1 (5), (8) and (10) in individual

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<sup>6</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.

cases, if strict application of those terms would result in an unreasonable delay in study progress. In consultation with the Study Adviser, the student can submit a proposal to the Examination Board.

14. The programme is described in the programme specific appendix to these regulations, 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.

### 3.3 The programme's language of tuition

1. The degree programme's language of tuition is specified in the programme specific appendix.
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.

### 3.4 Exemption

1. The Examination Board can grant students exemption from one or more complete study units at their request. To this end, the student will demonstrate that they have completed a component of a similar content, size and level of a university or higher professional education programme or have, as a result of work and/or professional experience, sufficient knowledge and skills regarding the study unit concerned.
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 parts of a study unit.
3. An exemption granted by the Examination Board will be registered in Osiris with the concerning study unit or parts thereof with an EX (Exemption).
4. Students cannot be forced to take extra study units or parts of study units in their curriculum instead of the granted exemption.
5. Students may also be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the Examination Board decides whether the component can be carried out in another manner to be determined by the Examination Board.

### 3.5 Flexible programme

The Examination Board of the programme decides whether a student may take part in a flexible programme as stipulated in Article 7.3h of the Higher Education and Research Act. The Examination Board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is high enough in light of the intended learning outcomes of the programme.

## Section 4 Education and testing

### 4.1 General

1. The institutional board is responsible for the organisation of the exams and the final examinations.
2. A study unit is completed with an exam.
3. An exam consists of one or more tests<sup>7</sup>.
4. A test can be taken in multiple sessions and/or components, spread over time.
5. Results of exams, tests or components of tests have to be announced to the students, in any case via Osiris or via the Grade Centre of Canvas. Osiris is used for the registration of grades.
6. The student has the right to refer to recent model test questions or trial tests, or representative older tests and the related answers and the standard of the related assessment.
7. A test has a maximum duration of three hours.<sup>8</sup>
  - a. 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 this provision. This request must be submitted not later than four weeks prior to the start of the period when a study unit is offered, to be able to meet the provisions in paragraph 14 about the timely announcement of several aspects of education.
8. Test results are expressed in a grade from 1 to 10, with one decimal place, or as 'pass' / 'fail'.
9. Exam results of a study unit are expressed in half grades from 1,0 up to and including 5,0 and from 6,0 up to and including 10,0 whereby:
  - a. Grades will only be rounded in the last phase of the assessment of the study unit.
  - b. The rounding is done in accordance with the following scheme:

Grade $\geq 5,00$ and $< 5,50$	$\Leftrightarrow 5,0$
Grade $\geq 5,50$ and $< 6,00$	$\Leftrightarrow 6,0$
In case $n \neq 5$ Grade $\geq n,00$ and $< n,25$	$\Leftrightarrow n,0$
Grade $\geq n,25$ and $< n,75$	$\Leftrightarrow n,5$
Grade $\geq n,75$ and $< (n+1),00$	$\Leftrightarrow (n+1),0$

10. Exam results of 6,0 or higher are a pass
11. Exam results, if 6,0 or higher, obtained at foreign universities will be registered as a P (Pass). Exam results obtained at Dutch universities will be adopted one-to-one in compliance with paragraph 9
12. The ECs for a study unit will only be awarded if the exam has been successfully completed. No ECs will be awarded for parts of a study unit that have not been completed successfully.

<sup>7</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>8</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

13. If a student receives more than one result for the exam in the same study unit, the highest grade will apply. This also applies for the results of tests and components of tests within the same academic year and for the results of tests and components of tests that remain valid after the academic year in which they were obtained
14. Through the education catalogue of Osiris the Programme Board will announce at least the following aspects: size, course objectives and content of the module, language, required prior knowledge, mandatory and recommended study materials, design of the education (teaching methods) and testing.

## 4.2 Modules

1. Each module has a module coordinator.
2. When a module comprises of one study unit, the examiner of this study unit is also module-examiner.
3. The Examination Board assigns the examiners for the study units and/or parts of study units. module.

## 4.3 Registering for a module, study unit and tests

1. To participate in a module or study unit, registration via Osiris prior to the start of the study unit is required.
2. By registering for the module or study unit the student is automatically also registered for the regular exam periods that go with this module or study unit.
3. Information on resits, the applicable conditions and the registering procedure will be published in the assessment plan.

## 4.4 Module description & schedule

1. In the programme specific appendix to these regulations, a module description for each module is given.
2. The module description defines at least:
  - a. if applicable, the study units that are part of the module and its related ECs;
  - b. if applicable, the number of ECs and the weighting factors of the parts of the study units;
  - c. the language of tuition and testing.

Learning goals of the module and/or the learning goals of the study units that are part of the module will be published in time on Osiris and Canvas.

3. The assessment plan of a module is determined by the Programme Board after the module coordinator and/or the examiners of the study units that are part of the module have drawn up the assessment plan. The Examination Board advises on the assessment plan.
4. At least two weeks prior to the start of the module, the assessment plan for the module is published on Canvas.

5. The assessment plan of a module states at least:
  - a. when the module has been passed;
  - b. how the learning goals of the study units of the module are assessed;
  - c. the period of validity of the result of the test or tests of parts of a study unit;
  - d. when the tests will be administered;
  - e. any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
  - f. resits for each test and – if applicable - any conditions for participating in the resit; for each study unit at least one resit has to be offered within the same academic year without any conditions for participating<sup>9</sup>. An exception may be made for practical exercises. An exception may be made for practical exercises<sup>10</sup>;
  - g. if applicable, any options to compensate test results within a study unit;
  - h. if applicable, any options to compensate test results with results from tests in other study units in the same module and/or results from tests in study units in other modules;
  - i. the marking period for each test; this must not exceed 10 working days with due observance of Article 4.6.10 of this regulations.
6. The Programme Board may modify the assessment schedule during the course of the study unit.
  - a. The assessment plan may only be changed in consultation with the module coordinator and the examiners of the study unit or study units of the module. Students are to be informed immediately of the change.
  - b. If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, the Programme Board must inform the Examination Board of the decision to make the change at the next meeting of the Examination Board.
7. Changes to the assessment plan may not put students at an unreasonable disadvantage. Examination Boards may make individual arrangements in these cases.

## 4.5 Oral tests

1. Oral tests are open to the public, unless the Examination Board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
2. A student or examiner who wishes third parties to be present during an oral test must submit this request to the Programme Board at least 15 working days prior to the oral test. The decision of the Programme Board will be made known to the student and the examiner not later than 5 working days before the oral test. The Programme Board must inform the Examination Board of the decision at their next meeting. This does not apply for public graduation colloquia, public presentations or group tests.

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<sup>9</sup> A resit may also fall within the quartile with due observance of the provision in Article 4.6.9. If the result of a unit of study is determined by more than one test, there must be a resit for each test or part of a test. Combining several tests or parts of tests into one resit is allowed.

<sup>10</sup> See the definition of terms in Article 1.2. These include projects and practical classes

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 oral test, it will notify the examiner and the student at least one working day prior to the oral examination.

#### 4.6 Term assessment, date of exam or test

1. The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
2. The provisions of paragraph 1 do not apply if the oral test is part of a series of oral tests for the same study unit, which take place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
3. The deadline for determining and publication of the result of a written exam or an exam taken in some other way will be included in the assessment plan for the module.
4. The result of a test or part of a test will be made known to the student within 10 working days in compliance with paragraph 9 of this Article
5. The exam result of a study unit, will be made known to the student within 10 working days after the end of the education period in which the unity of study is offered. If the exam result is insufficient, and a resit is possible outside the education period in which the study unit is offered, and the examiner has determined that the students meets the terms and conditions to participate in the resit (in accordance with Article 4.4, paragraph 5f) this decision will also be made known to the students within 10 working days after the end of the education period in which the study unit is offered.
6. The date of exam is the date on which the last test for a study unit was passed.
7. The date of a test is the date on which a test is taken.
8. If the assessment of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date
9. If a resit is planned shortly after the first test, the results of the first test will be published at a time that provides the student with at least 5 working days to prepare for the resit.
10. Should an examiner not be able to meet the deadlines as described in paragraphs 1, 2, 4 and 8 due to special circumstances, they will report this with reasons to the Examination Board. The students involved will be informed of the delay as soon as possible including the new deadline when the result will be announced. If the Examination Board feels that the examiner has not met their responsibility, they can order a different examiner to determine the grade.

## 4.7 Period of validity

1. The period of validity for the results of an exam that has been passed is unlimited. The validity of an exam result can only be restricted if the tested knowledge, insight or skills are proven to be out of date.
2. A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme specific appendix and in the assessment plan of the module.

## 4.8 Right of discussion and review

1. The student is entitled to a discussion, including review, of the results of his test with the examiner, where the examiner justifies the assessment.
2. If the examiner holds a plenary discussion, the student must make use of this opportunity to exercise their right of discussion as referred to in paragraph 1. In case the student cannot attend this plenary discussion or if the student was not offered the opportunity to discuss the justification of his assessment with the examiner, the student may submit a request to the examiner for an individual discussion within 5 working days after the plenary discussion. The individual discussion must take place no later than 3 working days prior to the next test opportunity.
3. If there is no plenary discussion of the test, the student may submit a request to the examiner for an individual discussion within 10 working days after publication of the results. The individual discussion must take place no later than 3 working days prior to the next test opportunity.
4. Plenary and individual discussions must take place no later than 5 weeks after the publication of the test results, but at least 3 working days prior to the next test opportunity, in the presence of the examiner or an authorised replacement.
5. The student has a right to inspect his assessed work for a period of two years after the assessment.

## 4.9 Retention period for tests

1. The questions, answers and the assessed work of written tests will be retained for a period of 2 years.
2. The retention period of (final) assignments of the Bachelor's programme is at least 7 years.

## 4.10 Evaluation of education

1. The Programme Board is responsible for monitoring the quality of the programme.
2. The Programme Board is responsible for evaluating the programme.
3. The way evaluation is organised is described in the programme specific appendix.



## Section 5 Final degree audit

### 5.1 Examination Board

1. The Faculty Board appoints an Examination Board for each degree programme (or group of programmes).
2. The Faculty Board establishes the Examination Board and appoints the members based on their expertise in the domain of the relevant degree programme or group of programmes.
3. The Faculty Board ensures that the independent and expert operation of the Examination Board is adequate.
4. Under their own authority, a programme's Examination Board defines rules and regulations for examiners, exams and tests and the final examination (Article 7.12b of the Higher Education and Research Act). These are set down in a separate document entitled "Rules and Regulations of the Examination Board".
5. The statutory powers of the Examination Board of a programme apply to all study units that form part of the student's programme.

### 5.2 Final examination

1. In accordance with Article 7.10, paragraph 2 of the Higher Education and Research Act, the Bachelor's final examination is deemed successfully completed if the exams of the study units of the Bachelor's programme have been taken successfully.
2. As proof that the final examination has been completed successfully, the Examination Board issues a certificate, after the institutional board has declared that the procedural requirements have been met. The Examination Board adds a supplement to the certificate of a successfully-completed final examination. In this case, the date recorded on the certificate, i.e. the graduation date, is the date on which the student successfully completed the last remaining study unit (Article 7.11 of the Higher Education and Research Act).
3. If so desired, the student has the right to submit a substantiated request in writing to the Examination Board to delay declaring the final examination as successfully completed and consequently the presentation of the certificate (WHW Article 7.11 paragraph 3). In principle the maximum duration of the delay that may be granted is 12 months. In exceptional cases<sup>11</sup> the student may have justifiable reasons to submit a request to delay the presentation of the certificate for more than 12 months.
4. If the student requests a delay on the basis of paragraph 3, the graduation date will be the date after the delay on which the Examination Board has decided to declare the student to have successfully completed the final examination.

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<sup>11</sup> Some examples (by way of illustration, not to exclude other situations): the student follows a double bachelor's programme, the student needs more time for a pre-master programme, an extensive extra-curricular activity requires more than 12 months.

## 5.3 Degree

1. Students who have successfully met all requirements for the Bachelor's final examination will be awarded a Bachelor of Science (BSc) degree.
2. The awarded degree will be stated on the certificate. The diploma supplement will also state the average grade (Grade Point Average, GPA). An attachment to the diploma supplement states the manner in which the GPA is calculated.

## 5.4 Certificate

1. The Examination Board grants a certificate as proof that the student has successfully passed their final examination. The chair of the Examination Board will sign the certificate. In their absence, it can also be signed by one of the members of the Examination Board.
2. The certificate will state the following (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 programme as referred to in the register, referred to in Article 6.3 of the Higher Education and Research Act, it concerns;
  - c. the date on which the final examination was sat;
  - d. which components<sup>12</sup> the final examination included;
  - e. the degree awarded (in accordance with Article 7.10 (a) of the Higher Education and Research Act).
  - f. where appropriate what qualification was attached thereto (taking into account Article 7.6, paragraph 1 of the Higher Education and Research Act);
  - g. the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11 of the Higher Education and Research Act.
3. The International Diploma Supplement will be appended to the certificate for the successfully completed final examination (Article 7.11, paragraph 4 of the Higher Education and Research Act). The purpose of the supplement is to provide information on the nature and content of the completed programme, in order to support the international recognition of programmes. This supplement will contain at least the following information:
  - a. the name of the programme and the name of the university;
  - b. the fact that it is a programme in academic education;
  - c. a description of the content of the programme; where applicable also stating the specialization and/or minor taken;
  - d. the study load of the programme;
  - e. the components of the final examination and their assessment, based on the registration of

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<sup>12</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

- grades in Osiris;
  - f. exams that were passed by the student, which are not part of the final examination;
  - g. if the students has successfully completed an honours programme during the Bachelor's programme, this will be recorded on the diploma supplement as an extracurricular programme
4. If the Examination Board<sup>13</sup> has granted the student a judicium, this will be stated on the certificate.
  5. Students who have passed more than one exam and to whom no certificate as referred to in paragraph 1 of this Article can be issued, can request a written statement from the Examination Board stating the exams they have passed (Article 7.11, paragraph 5 of the Higher Education and Research Act).

## Section 6 Student guidance and (binding) recommendation on continuation of studies

### 6.1 Study progress overview

The student can request a certified study progress overview from the Student Services Desk if required.

### 6.2 Student guidance

1. The Faculty Board is responsible for student guidance, which includes informing the student of study opportunities in or outside the programme.
2. Each student is assigned a Study Adviser.
3. The Study Adviser guides the student and offers advice on study-related matters, as well as personal problems that may affect their studies if the student so desires.
4. If a student wishes to exercise their right to specific guidance or special facilities, they are required to contact the Study Adviser. The Study Adviser will record any agreements made with the student.
5. The following applies to the entitlement to special facilities:
  - a. demonstrable force majeure or personal circumstances;
  - b. if necessary and possible, dispensation from participation in exams or tests and/or the availability of special facilities with regards to testing. Such dispensation and additional testing opportunities can only be granted by the Examination Board.
6. An introductory interview will be held with each student before 1 November of the first year in which they are enrolled in the programme.
7. In the first year in which they are enrolled in the programme, the student will receive a first preliminary recommendation on continuation of his studies in week 52 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on

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<sup>13</sup> 'Components' in the HERA refers to the study units that comprise the bachelor's final examination. Legally, these are all of the study units that are part of the modules and all modules that comprise one study unit of 15 EC. The programme determines which parts of study units are also mentioned on the certificate'

continuation of studies has been postponed. This recommendation is not binding.

8. In the first year in which they are enrolled in the programme, the student will receive a second preliminary recommendation on continuation of their studies in week 10 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
9. Any student who receives a negative preliminary recommendation, will be invited for an interview with the Study Adviser to discuss the study method and a reconsideration of the choice of study.

### 6.3 (Binding) Recommendation on continuation of studies (BSA)

1. Each student receives a written recommendation on continuation of their studies within the programme no later than at the end of the first year of enrolment in the programme concerning, subject to Article 6.4. This recommendation is based on the student's study results and may be a positive or negative recommendation, in compliance with Articles 6.4 and 6.5 of the Higher Education and Research Act.
2. The issuing of the recommendation on continuation of studies as referred to in paragraph 1 is by the institutional board to the Programme Board.
3. Results of completed parts of a study unit that remain valid beyond the current academic year are counted when issuing the recommendation on continuation of studies.
  - a. Only credits from study units and parts of study units in the first year of the programme that issues the final recommendation, count for determining the number of EC's.
  - b. Exemptions granted to the student for study units and parts of study units of the first year count for determining the number of credits.
  - c. The Programme Board may set programme-specific requirements that must be met. These requirements are included in the programme-specific appendix. Programme-specific requirements may not state that all study units or parts of a study unit of a certain educational curriculum must be completed<sup>14</sup>.
4. The recommendation on continuation of studies as referred to in paragraph 1 may involve rejection from the programme, if the student, in the opinion of the Programme Board, is not deemed suitable for the programme because
  - a. the student has passed in total less than 45 ECs of the first year, or
  - b. has passed 45 ECs or more of the first year, but does not meet the programme-specific requirements (as referred to in paragraph 3c of this Article).

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

5. In its deliberations on attaching a rejection to a recommendation on continuation of studies, the

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<sup>14</sup> For example: 'The student must have passed all mathematics study units from the B1 programme' is not permitted, whereas 'The student must have passed not less than 3 of the 4 mathematics study units from the B1 programme' is permitted

Programme Board will take into account the student's personal circumstances at their request.

- a. Personal circumstances are understood to be illness of the person involved, a physical, sensory or other impairment of the person involved, pregnancy of the person involved, exceptional family circumstances, top-level sports or top-level culture of the person involved and the membership of the university council, faculty council, programme committee or a board (category 3 or 4 in accordance with the FOBOS regulations).
  - b. The personal circumstances must be submitted to the Personal Circumstances Committee (CPO) for assessment. The application for assessment of the personal circumstances must be substantiated with evidence.
  - c. The CPO assesses the validity and seriousness of the personal circumstances. A recommendation is issued to the Programme Board and the relevant Study Adviser.
  - d. The Programme Board takes the judgement of the CPO into account in its handling of the student's request. The Programme Board will only take into account in its deliberations personal circumstances that have been reported to the Study Adviser by the student as soon as can reasonably be expected after they arose.
6. Before issuing a rejection, the Programme Board must first issue a warning to the student, while giving them a reasonable term to improve their study results, to the Programme Board's satisfaction. Moreover, the student has the right to be heard by the Programme Board before the issue of a binding recommendation (Article 7.8b, paragraph 4 of the Higher Education and Research Act).
  7. The decision of the Programme Board with respect to the binding recommendation on the continuation of studies mentions the possibility of filing an appeal. Objections are only possible for a recommendation on continuation of studies involving rejection and the student may lodge an appeal within 6 weeks with the Board of Appeal for Examinations.
  8. If a binding recommendation on continuation of studies has been issued to the student, they may not enrol in the same programme for a period of 3 subsequent academic years.
  9. If a student re-enrols in the programme concerned after the period referred to in paragraph 8 of this Article, this enrolment is designated as their first-year enrolment and the relevant provisions of this paragraph apply in full.

## 6.4 Discontinuation of the programme

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 for termination of enrolment to the University of Twente, or
  - b. de-enrolls for the programme at the University of Twente, while they enroll in another programme at the University of Twente and thus transfer to the other programme at the University of Twente, or
  - c. starts a study at another institute of higher education with a proof of paid tuition fee.

2. If in their first year of enrolment for the programme, a student submits a request to terminate enrolment through Studielink not later than 31 January and they are de-enrolled before or on 1 February and they do not re-enrol for the same programme in that same academic year, a study recommendation as referred to in paragraph 1 of Article 6.3 will not be issued. If this student does re-enrol in the relevant programme, this enrolment is designated as their first-year enrolment.
3. Students who are de-enrolled after 1 February for the programme at the UT, will receive a recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 from the programme they discontinued.

## 6.5 Postponing recommendation on continuation of studies

1. The recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 may be postponed if:
  - a. the student is enrolled in the programme on or after 1 October of the relevant academic year, whether or not this is due to a transfer as outlined in Article 6.4 paragraph 1b, and on 31 August at the latest has not met the requirements set in Article 6.3, paragraph 4, or
  - b. if personal circumstances preclude rendering an opinion on a student's academic capacities at the end of the first year of enrolment in the programme.
2. If the student whose recommendation on continuation of studies as referred to in Article 6.3, paragraph 1 has been postponed based on Article 6.5, paragraph 1, re-enrols in a subsequent academic year for the relevant programme, the end of the second year of enrolment in the relevant programme applies as the new deadline for the final recommendation. Within 6 weeks after the enrolment date the student will be notified in writing when the programme will issue the final recommendation. The same requirement as set out in Article 6.3, paragraph 3 applies to this recommendation. In case of postponement based on paragraph 1a the recommendation on continuation of studies is issued by the programme in which the student is newly enrolled.
3. For students who transfer to a different programme within the UT before 1 October, the recommendation on continuation of studies will not be postponed on the basis of transfer and thus there will be no adjustment of the requirements as stipulated in Article 6.3 paragraph 4.

## Section 7 Studying with a functional impairment

1. A functional impairment is a physical, sensory or other impairment that might limit the student's academic progress.
2. Based on a discussion with the Study Adviser, the student will be consulted to determine which adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are deemed most effective for this student.
3. Adjustments are intended to remove specific obstructions when following the curriculum and/or sitting exams. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examination, alternative courses or a custom study plan. Realising the programme intended learning outcomes must be guaranteed when implementing changes.
4. On the basis of the interview described in paragraph 2, the student submits a written application for the facilities in consultation with the Study Adviser. The application is submitted to the Faculty Board, preferably 3 months before the student is to participate in classes, exams and tests for which the facilities are required.
5. The application is supported by documents that can reasonably be requested to assess the application (such as a letter from a doctor or psychologist registered in the BIG register, or in case of dyslexia from a health care psychologist or a remedial educationalist, also registered in the BIG register).
6. The Faculty Board makes a decision, within 20 working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application as described in paragraph 4, and informs the student and the Study Adviser of their decision.
7. The Study Adviser ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
8. Should the Faculty Board turn down the application in full or in part, the Faculty Board will inform the student of the reason for this rejection and the possibilities for lodging an objection or an appeal. Objections must be submitted in writing within 6 weeks, of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
9. Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the Study Adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10. In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.

## Section 8 Amendments, transitional arrangements, appeals and objections

### 8.1 Conflicts with the regulations

If other additional regulations and/or provisions pertaining to teaching and/or examinations conflict with these education and examination regulations, the present education and examination regulations take precedence.

### 8.2 Administrative errors

If, following the publication of a result, a grade list, or an overview of a student's progress, an apparent 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.

### 8.3 Amendments to the regulations

1. Substantive amendments to these education and examination regulations are determined by the Faculty Board in a separate decision.
2. In principle, substantive amendments to these regulations do not apply to the current academic year. Substantive amendments to these regulations may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds or in situations of force majeure.
3. Amendments to these regulations have no effect on earlier decisions of the Examination Board.

### 8.4 Transitional arrangement

1. In the case of amendments to the Education and Examination Regulations the Faculty Board may decide on a transitional arrangement.
2. The transitional arrangement will be published on the website of the programme.
3. Basic principles for a transitional arrangement if a curriculum is changed:
  - a. changes to a curriculum are published before the start of the academic year in which they are to apply;
  - b. No guarantee can be given that all the study units or parts of study units of a programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of their programme. The curriculum as most recently approved by the Faculty Board serves as the basis for establishing the results of the Bachelor's final examination.
4. The transitional arrangement will always include:
  - a. which lapsed study units or parts of study units are equivalent to study units or components thereof in the current curriculum included in the programme-specific appendix;
  - b. that if a study unit or part of a study unit without practical exercises is removed from the curriculum, there will be at least 2 opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;



- c. that if a study unit or part of a study unit that involves practical exercises is removed from the curriculum, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one study unit is designated as a suitable replacement for the lapsed study unit;
  - d. the period of validity of the transitional arrangement.
5. The transitional arrangement requires the approval of the Examination Board pursuant to the provisions of paragraph 4.
6. In exceptional cases, and if this is to the student's advantage, the Examination Board may allow deviation regarding the number of times and the way in which an exam or a test for a lapsed study unit or a lapsed part of a study unit can be taken.

## 8.5 Assessment education and examination regulations

1. The Faculty Board is responsible for the regular assessment of the education and examination regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.
2. In accordance with Article 9.18 of the Higher Education and Research Act the programme committee has an advisory role on some parts of the education and examination regulations and a right of consent on other parts.
3. The programme committee annually assesses the way in which the education and examination regulations are implemented.

## 8.6 Appeal and objections

An appeal against a decision made by the Examination Board or an examiner, and objections to decisions made by the Faculty Board on the basis of these regulations, must be submitted in writing to the Complaints Desk at Student Services within 6 weeks after notification of the decision.

## 8.7 Hardship clause

In the event of demonstrable, considerable unreasonableness and unfairness, departures from the provisions of these regulations can be permitted by the Examination Board or the Programme Board, as suggested in the relevant Articles of these regulations.

## 8.8 Publication

The education and examination regulations and the rules of the Examination Board are published on the programme's website.

## 8.9 Entry into force

These regulations take effect on 1 September 2020 and supersede the regulations of 1 September 2019.

Enacted by the board of the Faculty Engineering Technology

in view of Articles 9.5, 9.15, first paragraph under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the Higher Education and Research Act (WHW), and after consent of the faculty council.

Enschede, 11 June 2020