

# RULES & GUIDELINES 2024-2025

## OF THE EXAMINATION BOARD OF THE FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS & COMPUTER SCIENCE

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### Introduction

The Rules & Guidelines (R&G) are established by the Examination Board of the faculty of Electrical Engineering, Mathematics & Computer Science (EEMCS). These Rules & Guidelines (R&G's) are set within the framework of the Dutch Higher Education and Research Act (WHW) and the Education and Examination Regulations (EER) for the relevant programmes of the faculty of EEMCS.

They serve as a regulatory framework for the Examination Board EEMCS and the individual exam supervisors in all the educational programmes of the faculty EEMCS

The date of enactment of these Rules & Guidelines is 01-09-2024.

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## Section 1: GENERAL

### Article 1.1 Definitions & Abbreviations

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| Academic misconduct, cheating or fraud     | Any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills (Art. 6.6 student charter).  |
| Assessment plan                            | Overview of the relation between the PILOs and the assessment of units in the curriculum of a degree programme, especially making clear when and how (elements of) the PILOs are assessed in the study units of the curriculum.   |
| Calamity                                   | A long-term situation, in which the Rules and Guidelines can no longer be performed as such, as a result of a decision taken by the national government or the Executive Board.   |
| Combined degree programme                  | Programme that leads to a degree in two separate degree programmes at the UT, or to a combination of a UT degree and a degree at another academic institution.  |
| Examination Board                          | Examination Board of the faculty EEMCS.   |
| Education & Examination Regulations (EER)  | Policy document adopted by the institutional board, a programme or group of programmes offered by the institution, containing adequate and clear information on the applicable procedures and rights and obligations per study programme or group of study programmes with regard to education and examination (Art 7.13, WHW). |
| Emergency                                  | An unexpected short-term event requiring immediate action.  |
| Exam                                       | Assessment of the knowledge, skills, and competences of the participating candidates, as well as an evaluation of the results of the assessment (Art. 7.10 WHW). An exam may consist of only one or a number of tests.  |
| Examiner                                   | The person appointed by the Examination Board in accordance with art. 7.12c of the WHW to conduct tests and exams and to determine the results thereof.   |
| Exam supervisor                            | Person (a.k.a. exam proctor or invigilator) supervising written exams according to prescribed procedures.   |
| Final examination                          | Final part of the set of tests and exams required to pass to obtain a degree.   |
| Grader                                     | Person grading exams within the given guidelines by the examiner and under the final responsibility of the examiner.  |
| Guideline                                  | Guiding principle that may be deviated from in exceptional cases and with a proper motivation.  |
| Instruction/ Rule                          | Rule that cannot be deviated from.  |
| Learning objective                         | Learning aim e.g., intended learning outcome  |
| Programme Intended Learning Outcome (PILO) | Learning aim of a degree programme as a whole being a requirement for being awarded a degree.   |
| 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.   |
| Reviewer                                   | Person reviewing recordings made by proctoring software.  |
| Senior Examiner                            | Experienced Examiner authorised to chair MSc assessment committees  |
| Student                                    | Anyone enrolled in a programme in accordance with art. 7.34 and 7.37 WHW.   |
| Study Unit                                 | Component of a programme that is concluded with an exam (Art.7.3 WHW, paragraphs 2 and 3).  |
| Subcommittee                               | Programme-specific subcommittee of the Examination Board EEMCS  |
| Table of specifications                    | Table in which the test items/tasks are related to the study unit's learning objectives and the points per item/task are represented.   |
| Test                                       | An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation. A test is a part of an exam.  |
| Test schedule                              | A schedule where the learning objectives of the study unit are presented in relation to all the tests. In addition, the assessment methods are described as well as the weight they have regarding the final grade.   |
| Higher Education and Research Act (WHW)    | Dutch law governing Higher Education and Research. <i>Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>   |

## Article 1.2 General Organisation

1. Within the faculty there is one general Examination Board for all the BSc. and MSc. degree programmes offered within the faculty. Members are appointed by the faculty board in compliance with the requirements on the composition of Examination Boards stated in art. 7.12a of the Dutch Law for Higher Education and Research and Art 7 Examination Board of the Faculty Policy of the Faculty EEMCS. The Chair of the Examination Board EEMCS is appointed as chair by the faculty board.
2. The tasks and responsibilities of the Examination Board are regulated in art. 7.12b of the Dutch Law for Higher Education and Research and the Faculty Policy of the Faculty EEMCS.
3. The Examination Board may delegate the decision making over and execution of specialized tasks to a subcommittee composed by itself. The subcommittee will consist of members of the Examination Board. The Examination Board EEMCS must maintain an up-to-date overview of the subcommittees and the task division between the subcommittees on its website.
4. Decisions regarding changes in the division of subcommittees, the task division between subcommittees and of examination board wide regulations and policy must be made by a representation of at least one delegate of all subcommittees. Only if a subcommittee fails to provide a delegate, the decision may be taken by a quorum of the delegates of the other subcommittees. In case of a tie, the final decision lies with the chair of the Examination Board EEMCS.  
If the decision regards the merge of two subcommittees equal in nature, the subcommittees themselves may decide to proceed together.
5. Members of subcommittees decide among themselves who chairs the subcommittee unless otherwise indicated upon establishment of the subcommittee.
6. Changes in the composition and/or task divisions between examination boards must be communicated in a timely manner to relevant stakeholders.
7. The Examination Board EEMCS and its subcommittees are supported by a registry office under the functional lead of an Executive Secretary advising and supporting the Examination Board EEMCS as a whole, and on an administrative level by SA&L.
8. The Examination Board prepares an annual report of its activities and provides the report to the Faculty Board or the dean of the faculty EEMCS, in accordance with art. 7.12b of the Dutch Law for Higher Education and Research.
9. The Examination Board or its subcommittees may decide that for the purpose of good and transparent administration, information that is not by default public may be published in a format that is not traceable to individuals or a statistical format. If the person who expressed certain views or supported them has consented, the information may be provided in personally identifiable form.

## Article 1.3 Meetings

1. A yearly calendar of the meetings of the Examination Board EEMCS is published on the Examination Boards website;
2. The meetings of the Examination Board EEMCS are not public;
3. Minutes of the meetings of the Examination Board EEMCS are not public.

## Article 1.4 Requests

1. Students, examiners, and other relevant entities can send in requests to the Examination Board. For the submission of a request, the requester needs to use the therefore designated means. Students seeking an exception to the EER have to send in a written request in English using the application form on the website of the Examination Board.
2. Requests are only handled at a specific meeting of the Examination Board when submitted at least seven working days prior and accompanied by all required and relevant documentation. Requests have to be well motivated. Information on required documentation is published on the website of the Examination Board and/or in the Rules & Guidelines of the Examination Board.
3. Students are strongly advised to consult their study advisor before submitting a request.
4. If a request is submitted because of personal or medical circumstances, these circumstances and underlying documentation may be discussed with the study adviser. If the study adviser can

confirm these circumstances to the Examination Board, the underlying documentation may not have to be provided to the Examination Board.

5. If a student sends in a request motivated by personal circumstances that cannot be validated by a study adviser or another for this purpose by the Examination Board appointed entity, then the board can take or refuse to take decisions based on available documentation of circumstances. Such documentation must not be open to interpretation, and presented in Dutch or English, or a legal translation into one of these languages.
6. Requests or appeals to the Examination Board have no suspensive effect on the course of education in effect.

## Article 1.5 Decision making

1. Decisions are taken in an (online) meeting or via other means of in-person or digital correspondence.
2. Decisions can be taken if at least half of the members take part in the discussion and are taken by a majority decision. In case of a tie, the chair decides;
3. In urgent cases, a decision can be taken even if there are not enough members available for a discussion and if the chair deems the decision routine or too urgent to delay. The chair informs the Examination Board in the next meeting about the case, its urgency and the decision made.
4. Decisions on routine cases can be delegated to a member within the Examination Board or mandated to someone outside the Examination Board. The Examination Board needs to be able to verify the quality of decisions taken and remains ultimately responsible.
5. When a student submits a request which directly involves a member of the subcommittee, this member will have no vote in the decision. The subcommittee can decide to discuss the case without this member being present.
6. The Examination Board can ask advice from staff or external experts, either before the meeting or by inviting them to the meeting.
7. The Examination Board will inform entities that have sent a request of its decision within 10 working days after the date the decision was taken, but no later than eight weeks after receipt of the request. If the decision cannot be taken within eight weeks, the Examination Board will inform the applicant and will specify a period within which the decision can be taken.
8. In case of an incomplete or inadequate request, a recovery period can be set. The decision period shall be suspended from the day the applicant is invited to restore the request until the day on which the request is restored or if the recovery period has expired unused.
9. Students can submit an appeal against the decision of the examiner and/or Examination Board in writing to the Student Services' Complaints Desk at the university's Centre for Educational Support within 6 weeks of notice of the decision.

## SECTION 2: CERTIFICATES AND TRANSCRIPTS

### Article 2.1 Degree Certificates

1. As proof that the final examination has been completed successfully, the examination board issues a degree certificate after the executive board has declared that the procedural requirements have been met (Art. 7.11, WHW)
2. Under conditions set by itself, the Examination Board has the authority to decide it is not necessary to pass every examination to determine the final examination has been passed (Art.7.12b par.3, WHW).
3. Degree certificates and supplements are signed by a designated member of the Examination Board, or by a colleague mandated on behalf of the Examination Board.
4. A student who has passed more than one examination and to whom no degree certificate as referred to in this article can be awarded shall, on request, receive a certificate to be issued by the relevant Examination Board stating in any case the examinations that were successfully passed. The power to issue this transcript of records is mandated to the Student Services' helpdesk.

## Article 2.2 Supplementary Examination

1. If the examinations of the study units belonging to a degree programme have been passed but the Examination Board has doubts whether the student has met all the requirements of the degree programme, it has the authority to determine an additional investigation, to be carried out by itself. (WHW Art.7.10 par.2).
2. Point 1 only applies to bachelor's degrees.
3. The programme board has to inform students about the procedure of the final examination and the possibility of an additional investigation no later than the start of the Final Project of the degree programme.

## Article 2.3 Award or postponement of a degree

1. Students who are about to finish the final requirements for their degree must apply for the degree examination using the degree programme's examination application form.
2. Students may request for postponement of the final degree audit of a maximum of 12 months in accordance with art. 4.2 of the B-EER.
3. Requests for postponement of the final degree audit must include the reason(s) for postponement, the preferred duration of postponement, and if applicable in case of extra-curricular courses, a written consent by the degree programme.
4. If no postponement has been approved, then the Examination Board can decide to award the degree even if the student has not applied for the award of the degree.
5. A request for postponement of the degree must be made before the last study unit of the student's programme is concluded.
6. The power to grant postponement is mandated to the Educational Affairs Office.

## Article 2.4 Specification of excellence

1. Requirements for a specification of excellence or specific distinction, i.e., cum laude, on the degree certificate are defined in the programme-specific appendices to the EER.
2. The Examination Board may in special cases grant a student Cum Laude if the requirements in the EER are not met.
3. If a student has passed an honours programme for excellent students recognized by the UT's Executive Board, this will be indicated on the diploma supplement.
4. Request for Cum Laude must include a clear motivation as to why the requester deems the deviation reasonable.
5. Requests for a deviation from the guidelines for Cum Laude will be evaluated on a case-by-case basis.
6. Requests for a deviation from the guidelines for Cum Laude must be made before the first of the following events:
  - a. Declaration of graduation in DUO
  - b. Signing of the diploma

## SECTION 3: GUIDELINES FOR DECISION MAKING ON PROGRAMME RELATED REQUEST

### Article 3.1 Flexible/Elective Degree Programme

1. Request for a flexible / elective degree programme (Art. 7.3h WHW, art. 3.5 EER) must include the advice from the programme board of the related degree programme.
2. The Examination Board decides on the request by considering the relevance to the student and the guidelines in art. 2.4 Elective programme of the B-EER and art. A3.5 Flexible-degree programme of the M-EER.

### Article 3.2 Exemption for a (partial) study unit

1. The Examination Board may grant exemptions for (partial) study units if a student has:
  - a. Completed a study unit that is equivalent in terms of both content and level at another programme; or
  - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.

2. Requests for exemptions have to be made 4 weeks before a course starts.
3. The board may decide not to grant an exemption of the course has already started, or if the student has previously attempted the course at the UT.
4. Requests for an exemption must be accompanied by formal evidence (e.g., diplomas).
5. The credits of the exempted (component of the) study unit, if granted, will be registered in OSIRIS with a "EX" (Exemption). If the exemption is based on the results of another course within this university then the Examination Board might decide to change the student's programme by replacing the exempted unit by this earlier passed course with the corresponding grade.
6. Instead of granting an exemption, the Examination Board may decide that the student should an extra replacement unit.

### Article 3.3 Combined degree

1. A request for a combined degree must include advice of the programme board of the related degree programmes.
2. The composition of combined MSc degree programmes must comply with the criteria specified in art. 3.6 of the MSc EER, Faculty Section.
3. Requests for approval of a BSc combined degree programme, other than the prespecified double degree programmes in the programme specific appendices to the BSc EER, need to comply with the following criteria:
  - a. The requested programme of courses represents an amalgamation of the separate degree programmes and satisfies the requirements relating to the PILOs of these degree programmes;
  - b. Two-degree bachelor programmes consist of at least 240EC.
  - c. A 15 EC minor component has to be part of the combined degree programme.

### Article 3.4 Other Programme Deviations

1. Any other deviation from the regular programme, not already specified in this section (e.g. replacements of mandatory study units, free minor) is subject to approval by or on behalf of the Examination Board.
2. In the decision the following must be considered:
  - a. Any guidelines applicable on such deviations as mentioned in the EER of the programme;
  - b. The proposed course options must contribute to the degree programme's learning objectives in the same manner as the substituted course;
  - c. The proposal must not result in significant overlap with other compulsory or elective study units (or portions thereof) of the student's degree programme.

## Section 4: GUIDELINES FOR DECISION MAKING ON EXAM RELATED REQUESTS

### Article 4.1 Double Exam Procedure

1. Students that must take two exams on-campus at the same time, can request a double exam procedure, in which a situation is created to take exams consecutively in isolation.
2. A student is entitled to a break (with supervision) between exams of 25% of the time of the longest test or exam.
3. The study adviser has been mandated to approve requests for a double exam procedure.

### Article 4.2 Deviations from the test schedule for students with circumstances

1. Students that have failed to pass (part of) a study unit due to personal or medical circumstances may in exceptional cases be granted a deviation from the test schedule, e.g., additional exam opportunities, a change in test format or an extension of validity of results.
2. Point 1 also apply if a student has finished his/her studies except for one test.
3. When considering additional exam opportunities, the Examination Board will take into account:
  - a. whether the student meets other requirements for the study unit;
  - b. whether the next test opportunity is within six months after completing the last but one exam;
  - c. whether the student sat the test at least (if possible) two times.
  - d. the organisation of and dependencies between parts of the course in question.
4. An extra test opportunity is at most given once for any test per academic year.

5. Granted extra test opportunities are only valid until the next organised test opportunity.
6. If exceptions are granted as a rule, they should instead be part of the rule
7. In special cases, for purpose of repair, the examiner is mandated the authority to decide to ask a student or group of students to supplement a study unit exam.

### Article 4.3 Deviations from the test schedule due to moral dilemmas

Students may be exempted from the requirement to participate in practical exercises if they can demonstrate that they have reason to believe that doing so will give rise to a moral dilemma. In such cases, the Examination Board will decide whether the component can be carried out in another manner to be determined by the Examination Board.

### Article 4.4 Dispensation of prior knowledge requirements

If for enrolment in a course, other study units need to have been completed or a certain number of ECs must be obtained, students may request a deviation from these rules if application would result in unreasonable consequences, e.g., an unreasonable study delay.

### Article 4.5 Other student related requests

If a student has a request with regard to special facilities that does not fall within the categories mentioned in art. 5.2a of the EER or Section 4 of these rules and guidelines, the student can send in a request in an open request in the category 'Other'.

## SECTION 5 – EXAMINERS AND EXAM SUPERVISORS

### Article 5.1 Appointment

1. The Examination Board appoints an Examiner for each study unit or part of a study unit. The appointed
2. Examiners must comply with the criteria described in Art 5.2 of this regulation.
3. The Programme Board proposes one or more examiners per study unit at least two weeks before the start of the course.
4. The appointment of additional examiners can be decided upon during the year upon request.
5. If a study unit consists of several tests, examiners might be appointed for each part of the study unit. In that case, there must also be an examiner who is responsible for the overall study unit.
6. The Examination Board has the authority to make exceptions to the requirements as mentioned in art. 5.2, which is mandated to the subcommittee related to the programme.
7. The Examination Board may terminate the appointment of an examiner before the end of the appointment term in case he or she fails to adhere to the rules and guidelines for assessment set out in the EER and these Rules and Guidelines.
8. If people are involved in grading, who are not examiners, the examiner needs to take additional measures to ensure the quality of the test as outlined in art. 5.5.

### Article 5.2 Criteria for appointment of Examiners

1. Examiners are a member of the academic staff of the UT (Dutch abbreviation: WP)
2. Examiners must have obtained either a UTQ<sup>1</sup> or SQE certificate or be in the process of acquiring such a certification, in which case the timeline of finalizing must be indicated.
3. Examiners conducting exams in English must meet the conditions for English language proficiency as set in the UT language policy (C1/C2).
4. Examiners for units of study in MSc programmes must hold a PhD or an EngD degree in a field related to the master programme.
5. Examiner for units of study in BSc programmes must hold at least a MSc or Ir. degree. Preferably, they hold preferably a PhD degree or are conducting PhD research<sup>2</sup>.

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<sup>1</sup> Instead of a full UTQ or Competence 3: Testing and Assessment suffices.

<sup>2</sup> In general, the examiner is expected to have obtained a degree that is at least one degree higher than degree of the programme he or she is examiner for.

### Article 5.3 Additional criteria on MSc Final-Project committees

1. Final-project committees contain at least two examiners appointed in accordance with art. 5.2.
2. Master final project committees must be chaired by a senior examiner as appointed by the Examination Board. Senior examiners must in addition to the requirements mentioned in art. 5.2:
  - a. Have completed the UTQ or Competence: Testing and Assessment of the UTQ<sup>3</sup>;
  - b. Have gained sufficient experience in M-Assessment Committees. Sufficient experience is decided upon per programme.
3. Third parties can be advisors to the final project committee.

### Article 5.4 Substitute Examiners

1. If upon request of a student, the assessment procedures of any kind of assessment relevant for the result of a study unit are assessed, and it appears that the work of the specific student was not graded in compliance with applicable rules, regulations, and procedures, then the Examination Board may appoint a substitute examiner to regrade the work.
2. The substitute examiner will independently of the substituted examiner revise and establish the final result of the student.

### Article 5.5 Deployment of teaching assistants

1. Teaching assistants may be deployed as graders if the following conditions are met:
  - a. the student assistant has, to the examiner's judgment, a good level of understanding of the subjects underlying the tests;
  - b. the examiner has drawn up detailed instructions for grading the tests;
  - c. the examiner has personally assessed several assignments in advance and discussed these with the student assistant(s);
  - d. grades of 5.0 and 6.0 (or in between) must be reviewed by the examiner;
  - e. once the grading is complete, the examiner must carry out a random check to ensure the grading is appropriate;
  - f. Teaching assistants must inform the examiner of any conflicts of interest and will exempt him/herself from grading the test in question;
  - g. the examiner takes steps to ensure the careful handling of the material to be assessed by the student assistant(s).

## SECTION 6: ASSESSMENT

### Article 6.2 Specific guidelines per type of assessment

1. To prevent academic misconduct, the programme boards are expected to inform students on what is considered academic misconduct, rules for citation and procedural rules for written exams and the use of plagiarism checkers;
2. If a study unit is primarily based on group work, then the assessment plan will explicitly include measures to verify that each individual student has participated in a satisfactory manner.
3. If in the designs of a test a mistake is discovered that compromises the ability to complete the test within the available time, the clarity of the question or the level / difficulty of the test, the examiner may apply adjusted grading standards. These new grading standards must not affect the students adversely. The Examination Board has to be notified by the examiner of the study unit if the changes can affect the grade of the test or exam by more than 0.5 grade point.
4. In written exams, the maximum number of points obtainable will be indicated for each question.
5. For an oral test, there must be proof that the student was treated fairly and that the assessment is reliable, e.g., the presence of a second teacher or a recording of the oral test itself.
6. Examiners must inform students about which materials and devices are allowed for every written exam at the start of the study unit.
7. Written tests on campus must be organised in accordance with the rules and guidelines in *Appendix 1 Rules of Order During On-Campus Written Tests*, of these Rules & Guidelines.
8. In case of calamity, the assessment rules described in *Appendix 2 Assessment Rules During a Calamity* enter into effect.

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<sup>3</sup> Colleagues that have obtained similar experience or training outside the UT can request for an exemption from having to do UTQ at CELT.

9. Additional guidelines for assessment defined in the assessment policy of the Faculty of EEMCS are adopted automatically unless the Examination Board explicitly decides otherwise.

### Article 6.3 Safeguarding Assessment Quality

1. According to art. 7.12 of the WHW, the Examination Board is charged with the task of safeguarding the quality of tests and examinations without prejudice to art. 7.12c and safeguarding the quality of the organisation and procedures surrounding tests and examinations.
2. In safeguarding assessment quality, the Examination Board focuses on the levels of the Quality Pyramid of Contemporary Testing and Assessment<sup>4</sup>;
  - a. assessment policy;
  - b. assessment plan (incl. PILOs) and transitional arrangements for older generations / cohorts;
  - c. tests, based on a table of specifications, module descriptions, student evaluations and reports of a test-committee (incl. link between learning goals and final attainment targets), with special attention to final projects, based on evaluation forms, reports, and reassessments of theses;
  - d. organisation of assessments;
  - e. ability to test, based on qualifications of examiners (Art. 5.2 of this regulation).
3. The Examination Board informs the programme board at least once a year in writing about its observations regarding the quality of assessment of the programme including suggestions for improvement of the quality.

## SECTION 7: ACADEMIC MISCONDUCT

### Article 7.1 Academic Integrity

1. Students are expected to apply the standards of academic integrity to their work. Standards of academic integrity are described in the European Code of Conduct for Research Integrity<sup>5</sup> and the Netherlands Code of Conduct for Research Integrity<sup>6</sup>.

### Article 7.2 Academic Misconduct

1. Academic Misconduct is defined in art. 6.6 of the Students' Charter of the University of Twente<sup>7</sup>.
2. Investigations into academic misconduct are done in accordance with the guidelines in *Appendix 3, Procedure for academic misconduct* of these Rules & Guidelines.
3. If academic misconduct is found to have occurred, the Examination Board may declare the test/exam invalid. The Examination Board may take further measures depending on the severity of the misconduct and eventual repetition of misconduct.
4. If academic misconduct has occurred in group work, measures can be allocated equally to all group members whenever it is unclear who in the group is responsible for the misconduct.
5. In case a written test is taken remotely, and academic misconduct among a group of students is determined via, for instance, statistical analysis, the written test can be declared invalid for all or a specific group of students by the Examination Board, if the examiner is not able to identify every individual student committing the academic misconduct.
6. In cases of serious academic misconduct, the Examination Board may recommend the Executive Board to permanently terminate the enrolment of the student concerned in the degree programme.

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<sup>4</sup> Inspectie van het Onderwijs (Feb. 2016). De Kwaliteit van de Toetsing in het Hoger Onderwijs.

<sup>5</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity\\_horizon\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf)

<sup>6</sup> <https://www.universiteitenvannederland.nl/en/research-integrity>

<sup>7</sup> <https://www.utwente.nl/nl/ces/sacc/regelingen/statuut2023.pdf>

## SECTION 8: PRIVACY

### Article 8.1 Assessment Results

1. In accordance with the European General Data Protection Regulation (GDPR), assessment results are only shared with the student, relevant bodies in the university organisation, and the accreditation authorities, unless explicitly allowed by the student.
2. The assessment results can be published individually on the Electronic Learning Environment (Canvas) sites of the study unit or on OSIRIS.

### Article 8.2 Recordings

1. If only one examiner is present oral test are recorded, for quality control or for processing an appeal by the student.
2. Remote exams can be recorded with proctoring software for fraud detection. Proctorio records screen activity, webcam and/or audio during an exam with proctoring. Proctorio is not able to access these data. When each exam is completed, Proctorio issues a risk score for each student based on parameters set by the UT. Based on these scores, a reviewer will check the recordings in order to detect potential fraudulent behaviour. Reviewers will also look at the comments students have left and will choose another sample at random.
3. In accordance with the European General Data Protection Regulation (GDPR), recordings are only accessible by relevant bodies in the university organisation, and the accreditation authorities, unless explicitly allowed by the student. The student is entitled to review the recording but need not be provided with a copy.
4. The recordings of oral tests are removed:
  - a. 30 days after the exam has taken place in case no complaint was filed by the student at the Examination Board.
  - b. In case a complaint has been filed, the recordings are removed 6 weeks after the day the student was informed about the decision of the Examination Board or board of appeals for examinations if no further appeals have been filed.
  - c. The examiner is responsible to ensure that these recordings are deleted.
5. The recordings of remote exams are deleted 30 days after the exam has taken place. When there is no decision yet regarding potential fraud, the recordings may be saved longer.
6. A student can refuse the recording of an oral test or remote exam. In such a case, the student may be offered an alternative assessment method at a later date, possibly resulting in study delay.

## SECTION 9: DEROGATION AND CHANGES

### Article 9 Derogation and Changes

1. The guidelines and instructions stated in these R&Gs have been formulated within the framework of the EER. If they conflict with the EER, the provisions in the EER prevail. If other supplementary regulations and provisions conflict with these R&Gs, the provisions in these R&Gs prevail.
2. In cases of demonstrably compelling unreasonableness or unfairness, the Examination Board may allow deviation from the provisions of these R&Gs.
3. The Examination Board will decide in cases that are not mentioned in these R&Gs.
4. The Examination Board will evaluate these R&Gs on a yearly basis. Changes of these R&Gs during the academic year cannot be to the disadvantage of students.
5. These R&Gs are published on the Examination Board's website.

# APPENDIX 1: RULES OF ORDER DURING ON-CAMPUS WRITTEN TESTS

This appendix describes the rules and procedures to be followed for written tests<sup>8</sup> taken at the University of Twente. It applies to tests in those degree programmes of which the Examination Board has adopted these rules as part of their Rules and Guidelines.

## 1.1 Terminology

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A test is the actual set of questions and assignments that the students have to answer and perform. The examination refers to the process in which they do so.

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An examiner is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an exam supervisor is a person supervising the examination. They may be one and the same person.

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## 1.2 General Rules

1. Students may enter the room from 15 minutes prior to the official start time of the examination and will be admitted until at most 30 minutes after the official start time.
2. Students may not leave the room during the first 30 minutes or the last 15 minutes of the official period of examination.
3. Students who did not enrol for the examination do not have a right to take part and may only do so if there are enough seats and test copies available. The exam supervisor may ask students who did not enrol to leave the room, during the first 30 minutes after the official start time of the examination.
4. Students have to identify themselves during the examination by placing their student card (or, failing that, a certified ID<sup>9</sup>) visibly on the table at the start of the examination.
5. A brief bathroom visit is only permitted if approved by the exam supervisor. Only one person at a time may be given permission. Where necessary and feasible, an exam supervisor will accompany the student to the bathroom<sup>10</sup>. Bathroom visits will not be permitted during the first 60 minutes and last 30 minutes of the examination.
6. If there is a designated area for placing bags and/or coats, all students should place those items there before the start of the examination. If there is no such designated area, all students should place their bags and coats under their table. Mobile phones, smart watches and other devices that are not explicitly approved by the exam supervisor (see next point) must be placed in the bags and switched off.
7. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the exam supervisor. Any violation of this (including the possession of unauthorised resources that are not actually used) will be considered attempted fraud and will be reported to the Examination Board.
8. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the Examination Board.
9. The examination officially starts and ends at the instigation of the exam supervisor. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the exam supervisor.
10. Unless decided differently, all examination papers, including questions, answer sheets and scrap paper, should be handed in by the students before they leave the room at the end of their examination.
11. Students should follow any additional rules and procedures announced by the exam supervisor. Any failure to do so will be reported to the Examination Board.
12. Students disturbing the exam by e.g. violating any of the above-mentioned rules, may by the exam supervisor be ordered to leave the exam facility immediately. A notification of the removal must be sent to the Examination Board.

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<sup>8</sup> Written tests include those that are written on a digital device (e.g., chrome book) in the exam room

<sup>9</sup> This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph

<sup>10</sup> Accompanying students to the bathroom may not be necessary, as in Thern where the bathrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single exam supervisor

### 1.3 Rules in the event of emergencies for on-campus exams

1. If an emergency arises or threatens to arise during or shortly before an exam, the exam supervisor will be authorized to take action and the students must follow the instructions of the exam supervisor.
2. If emergencies arise or threaten to arise shortly before an exam, the following will apply:
  - a. The examination will be postponed immediately if the emergency is not resolvable within a reasonable timeframe.
  - b. The examiner will set a new examination date in consultation with the programme board.
  - c. The new date for the exam, which will be within one month (not counting holiday months), will be binding. This will be published through the usual channels within three working days.
3. If an emergency occurs or is expected to occur during an exam, the following actions must be taken, if possible:
  - a. those present must immediately leave the examination room on instruction from the responsible body or the exam supervisor;
  - b. students will leave any examination work done in the examination room (students should indicate their names and student numbers on all the examination work at the start of the examination);
  - c. the examiner will, in consultation with the programme board, determine what has to be done with the tests;
  - d. if the examiner, based on paragraph 3c, is not able to determine a grade, a resit is organised for the affected students within one month (not counting holiday months) of the date of the exam interrupted by the emergency. This will be published through the usual channels within three working days.
4. The rules regarding emergencies also apply to emergency drills.

### 1.4 Procedure for handing in written tests

This is a general procedure to hand in results of a written test. Note that this only applies to tests that are taken on paper, in contrast to the rules-of-order for written tests above.

1. Students who have finished the test more than 15 minutes before the end of the examination may raise their hand and have their results collected by the exam supervisor. After doing so, they should collect their belongings and leave the room quietly.
2. Students who have left the room after handing in their results should immediately move outside audible range.
3. Students who have finished the test during the last 15 minutes of the examination may raise their hand and have their results collected by the exam supervisor. After doing so, they should remain seated until the end of the examination.
4. The end of the examination is announced by the exam supervisor. All students should stop writing at that moment. (However, see Clause 6.)
5. After the end of the examination has been announced, the exam supervisor will collect the outstanding results. All students should remain seated as long as the exam supervisor is doing this. As soon as all results have been handed in, students should collect their belongings and leave the room quietly. (See also Clause 2.)
6. The rules above apply *mutatis mutandis* to students who are entitled to extra time. In particular, they need not stop writing when the exam supervisor announces the regular end of the examination.

## APPENDIX 2: ASSESSMENT RULES DURING A CALAMITY

This appendix describes the rules and procedures to be followed for tests that are taken remotely. It applies to tests in those degree programmes of which the Examination Board has adopted these rules as part of their Rules and Guidelines.

### 2.1 General

1. Changes in assessment during the quartile due to calamities must be approved by the programme board after consulting the examination board (EER 21-22, Art 4.4.7).
2. In accordance with art. 7.10 WHW, part 2, the Examination Board might have to introduce an additional investigation to certify whether students have achieved the PILOs even though the students have passed all required tests. Long-term unreliable testing or inability to perform practical assignments might compromise the ability of the Examination Board to certify that students achieve the programme intended learning outcomes (PILOs).

### 2.2 Rules for remote testing

1. Remote testing is only allowed in case of a calamity where organising a test on campus is no longer reasonably possible.
2. If an individual student cannot participate in the on-campus test due to circumstances related to the calamity then the student is in this case not entitled to an extra exam opportunity. In case of hardship, the student can appeal to the Examination Board for an extra exam opportunity.
3. If on-campus testing is only possible for a subset of students and a substantial number of students cannot participate in the on-campus testing then, in parallel, remote testing can be introduced. In this case, students can only participate in the remote test after prior permission from either the Examination Board or a person mandated by the Examination Board to take these decisions. Moreover, the remote test can be different in content and style to adhere to the different circumstances in which the exam is conducted.

### 2.3 Oral exams

1. Oral exams can be held via a video link or in person.
2. For an oral exam, there must be proof that the student was treated fairly and that the assessment is reliable. This can be demonstrated by, for example, the presence of a second teacher or a recording of the oral test itself.

### 2.4 Rules of order for remote exams

1. Students are responsible for having a properly working device (laptop or computer) without a second screen, a properly working internal or external webcam (not a mobile phone), a properly working internal or external microphone, a stable internet connection, and a University of Twente student card or ID.
2. The examiner can enforce the use of proctoring software (e.g., Proctorio) to monitor the student during the exam using a microphone/webcam.
3. In addition to art. 1, when sitting an exam with proctoring, students are responsible for having a device that meets the requirements for the proctoring software package Proctorio and a compatible browser with the Proctorio extension installed.
4. Students should be provided with a method to test their computer, internet connection and associated software to ensure everything is in working order.
5. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the exam supervisor. Any violation of this will be considered attempted academic misconduct and will be reported to the Examination Board.
6. Except for allowed resources (e.g., scrap paper or books), the student's desk or table must be clear from objects.
7. Beyond the student's desk, no resources may be within a radius of 1 meter from the student's body.
8. A desk scan (video recording of desk or table) is required prior to each proctoring exam.
9. Students might have to identify themselves during the examination by placing their student card (or, failing that, a certified ID) and extra timecard visibly in front of the webcam 5 minutes prior to the official start time of the examination.

10. In case of a hand-written exam, students can download the written test from 5 minutes prior to the official start time of the examination until at most 30 minutes after the official start time.
11. In case of a hand-written exam, students are to upload their written test within 15 minutes after the end time of the examination by taking pictures of their work and uploading them in a single combined PDF file. In case the time limit is exceeded, the exam might be declared invalid by the examiner.
12. Students may not take the exam in each other's vicinity (different house, same house but different room is only allowed in case of house mates).
13. Students are not allowed to communicate directly or indirectly with others than the exam supervisor during the examination. Any violation of this will be considered attempted fraud and will be reported to the Examination Board.
14. Students are not allowed to use the bathroom during an exam with proctoring.
15. Students should follow any additional rules and procedures announced by the exam supervisor. Any failure to do so will be reported to the Examination Board.
16. If the examiner has objective grounds to seriously question the reliability of a remote test, then the test results might be invalidated for all or a group of students after consulting the responsible Examination Board.

## 2.5 Rules in the event of emergencies

1. If an individual student is affected by an emergency (such as failing internet/computer/software), the student must contact the exam supervisor as soon as possible, but no later than the deadline for submitting the exam. The exam supervisor will be authorized to take action and the students must follow the instructions of the exam supervisor. If the issue cannot be resolved the student will not receive a grade. The student is in this case not entitled to an extra exam opportunity. In case of hardship, the student can appeal to the Examination Board for an extra exam opportunity.
2. If an emergency, affecting 25% or more of the students taking the exam, arises or threatens to arise shortly before or during an exam, the following may apply:
  - a. The time limit is extended for the affected students, or
  - b. the test will be postponed for the affected students.
  - c. In case the test is postponed, the examiner will set a new examination date in consultation with the programme board.
  - d. The new date for the test, which will be binding, will be published through the usual channels within three working days.

## APPENDIX 3: PROCEDURE FOR SUSPECTED ACADEMIC MISCONDUCT

### 3.1 General

1. Investigations into academic misconduct are an investigation into violations of internal UT policy subject to art. 7.12 par 2 and 3, WHW.
2. If academic misconduct is suspected, the exam supervisor or examiner informs the student(s) within the deadline for grading about the fact that misconduct is suspected and that grading the assignment will be suspended. The Examiner refrains from discussing the suspicion with the student(s) involved.
3. In case of observed irregularities during a written test, after being informed by the exam supervisor or examiner the student may continue the test or choose to stop; in the latter case, the work should be handed over to the exam supervisor.
4. The Examiner sends a report of students involved, the observed irregularities, a description of the assessment and assignment<sup>11</sup> along with collected evidence to the Examination Board and suspends grading pending investigation.
5. Based upon the information provided, communication with the examiner and applicable rules and regulations, the Examination Board decides on admissibility of the case.
6. If the case is declared admissible, the student(s) will be given an opportunity to be heard by the Examination Board. The hearing procedure is described in art. 3.2 of this appendix.
7. In case the student(s) prefer handing in a written statement, do not confirm making use of the hearing opportunity or when the student admits upfront having committed misconduct, the Examination Board may refrain from organising a hearing.
8. The Examination Board will write a report about the information available and on the hearings held in which the process of its decision making can be verified for assurance purposes. The nature of this report is not public.
9. In its decision on the suspicion of misconduct investigated, the Examination Board takes into account all relevant aspects including but not limited to the stage of the students studies; the severity of the misconduct and any repetition of misconduct.
10. The Examination Board sends a well-motivated decision to the student including the suspicion, the main factors for decision making and the decision.
11. If academic misconduct is found to have occurred, the Examination Board may declare the test/exam invalid. The Examination Board may take further measures depending on the severity of the misconduct and eventual repetition of misconduct.
12. If a student involved in a fraud case is not an EEMCS student, the final decision with regard to this student is up to the decision making of the Examination Board of the student's programme. The Examination Board EEMCS will transfer all information needed for this purpose to the other Examination Board.
13. If a student is found guilty of misconduct, a copy of the decision will be sent to the programme board of the student and the study adviser of the programme of the student. In case the student is not an EEMCS student, also the Examination Board of the student will be informed.

### 3.2 The hearing procedure with the student

1. The Examination Board sends an invite for a hearing meeting latest 5 working days before the suggested meeting time.
2. Students may in the hearing meeting be assisted by a third party. The presence of this third party must be communicated by the student latest 2 working days before the hearing meeting. The third-party representation may encompass a maximum of 1 person.
3. The board is not obliged by any legal provision to notify the student of any right to remain silent<sup>12</sup>.
4. Based on the hearing meeting a report will be written. The nature of this report is not public.
5. Hearing meetings may be recorded for reporting purposes. Recordings will be deleted after the case is completed by the Examination Board.

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<sup>11</sup> Providing a description of the course and assessment plan can be realised by providing the registry office with access to the Canvas page of the course, of these documents are published on Canvas.

<sup>12</sup> Rechtbank Gelderland 13 april 2023, ECLI:NL:RBGEL:2023:2068