

# Rules and Regulations ATLAS Examination Board 2022-2023

*University College Twente  
Rules and Regulations  
Bachelor Programme Technology and Liberal Arts and Sciences*

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## 1. Composition of the examination board

### Article 1.1: Applicability of the Rules and Regulations

These Rules and Regulations apply to all students enrolled in the Bachelor Programme Technology and Liberal Arts & Sciences. The formal Education and Examination Regulations of the Bachelor Programme Technology and Liberal Arts & Sciences are hereafter referred as EER.

### Article 1.2: Definitions

For the definitions of terms used in the RR, see the EER (art.1.2).

### Article 1.3: Examination Board members

1. The Dean of the faculty safeguards the expertise and independence of the Examination Board.
2. The Dean of the faculty appoints members of the Examination Board for a period of 4 years, with a maximum of 2 terms.
3. Prior to the (re)appointment or dismissal of a member, the Dean of the faculty will consult the Examination Board.
4. The Examination Board is composed of five members with different backgrounds and disciplines (Engineering, Social Sciences, Education). At least two members are examiners linked to the programme, at least one member is not an examiner in the programme, and one member has educational expertise. Members of the institutional administration or persons otherwise having financial responsibility within the institution cannot be appointed.
5. The names of the appointed members of the Examination Board will be published on the website of the programme.
6. After consulting with the Examination Board's members, the Dean will designate a chair for the Examination Board.
7. The Examination Board assigns one of its members as secretary, to deal with the daily affairs of the Examination Board.
8. The Examination Board meetings are closed. After the meetings the Examination Board members as well as the Programme Director and the Office of Student Affairs will receive the minutes.

## 2. Duties and powers of the examination Board

### Article 2.1: The Examination Board's duties and powers

1. The Examination Board has the following legal duties:
  - a. determining whether a student satisfies the conditions for obtaining a degree as stated in the EER with respect to knowledge, understanding and skills (HERA, Article 7.12(2));
  - b. issuing a certificate as proof that an examination has been passed (HERA, Article 7.11(2));
  - c. issuing a written statement indicating interim examinations passed (HERA, Article 7.11(5));
  - d. safeguarding the quality of interim and other examinations (HERA, Article 7.12b(1)(a));

- e. safeguarding the quality of the organization and procedures concerning interim and other examinations (HERA, Article 7.12b(1)(d));
  - f. adopting guidelines and instructions in connection with the EER to assess and determine the results of interim and other examinations (HERA, Article 7.12b(1)(b));
  - g. granting permission to students to pursue flexible degree programmes (HERA, Articles 7.12b(1)(c) and 7.3d);
  - h. granting exemptions from sitting one or more interim examinations (HERA, Article 7.12b(1)(d) in accordance with the EER (HERA, Article 7.13(2)(r));
  - i. taking measures in cases of academic misconduct (HERA, Article 7.12b(2));
  - j. adopting rules for carrying out the duties and powers under (c), (d), (f) and (g) (HERA, Article 7.12b(3)) and the measures which may be taken in connection therewith;
  - k. drawing up an annual report for the Dean (HERA, Article 7.12b(5));
  - l. designating examiners to hold interim examinations and to determine the results thereof (HERA, Article 7.12c(1));
2. The Examination Board has the following legal powers:
- a. the power to decide, in accordance with rules to be adopted by the institutional administration, on a request by a student not to issue a certificate yet (HERA, Article 7.11(3));
  - b. the power to determine, under conditions to be adopted by the Examination Board, that not every interim examination needs to be passed to pass the final examination (HERA, Article 7.12b(3));
  - c. the power to extend the period of validity of interim examinations (HERA, Article 7.13(2)(k));
  - d. the power to decide to deviate in exceptional cases from the manner of sitting interim examinations as set forth in the EER (HERA, Article 7.13(2)(l));
  - e. the power to decide to deviate in exceptional cases from holding oral interim examinations in public (HERA, Article 7.13(2)(n));
  - f. the power to grant an exemption, with or without alternative requirements being imposed, from the obligation to participate in practical exercises as a prerequisite to sit an interim examination (HERA, Article 7.13(2)(t)).
3. The Executive Board/Dean will ask the Examination Board for advice if:
- a. the institutional administration intends to terminate or deny a student's enrolment for a degree programme because the student has demonstrated, through his/her conduct or statements, that he/she is unsuited to practicing the professions for which the degree programme provides training (HERA, Article 7.42a).
4. After consultation, an additional duty has been added to the foregoing by the Executive Board or the Dean:
- a. agreeing to transitional arrangements;
5. The EER includes a hardship clause giving the Examination Board the power to deviate from the provisions in the EER in exceptional cases of demonstrable, considerable unreasonableness, force majeure and unfairness (EER Article 8.7.1). In deciding about deviations, the Examination Board will always ascertain whether the Intended Learning Outcomes described in the EER have been met.

## **Article 2.2: General (meetings and decision-making)**

1. Subject to the provisions in the EER, the Examination Board will determine each year the dates and times when the Examination Board will meet. These will be announced through the UCT website and the usual channels.
2. Resolutions by the Examination Board may only be passed if more than half of the Examination Board's members are present or have cast a written ballot.
3. The Examination Board will pass resolutions by a simple majority vote. In the event of a tie, the chair will have the casting vote. Resolutions will be set out in the Examination Board's list of decisions.
4. The Examination Board may ask advice from external experts or from staff involved in the degree programme, such as programme directors, semester coordinators and study advisors. These advisors may be invited to meetings of the Examination Board.
5. With respect to decisions that will affect individual students, the Examination Board will request advice from study advisors or other student counsellors. The information given about students will be treated as confidential.
6. To prepare for decision-making, the Examination Board may establish an ad hoc committee to make a recommendation to the Examination Board.
7. With regard to resolutions that, in the interest of a student, reasonably need to be discussed before the next committee meeting, the chair will decide on a procedure to reach a decision.
8. Affected parties will be informed of a decision. An appeal clause will be included in the notice of the decision.
9. The Examination Board will be assisted by a registry. The registrar will ensure that requests and resolutions and the filing thereof, will be handled administratively in accordance with the institution's guidelines where applicable.

## **3. Rules concerning carrying out general duties and powers**

### **Article 3.1: Determining whether a student meets the Programme Intended Learning Outcomes (HERA, Article 7.12(2))**

1. If the interim examinations of study units that form part of a degree programme have been passed, the examination is deemed to have been set. The examination does not include research to be conducted by the Examination Board itself as referred to in article 7.10 (2) of HERA.
2. The Examination Board will determine indirectly whether each individual student meets the Programme Intended Learning Outcomes of the degree programme. It will do this using the assessment plan of the programme. Based on the assessment plan, it will be determined whether, in terms of content and level, the Programme Intended Learning Outcomes are covered by the various study units' learning objectives and whether these objectives are adequately assessed.
3. Each year the Examination Board will discuss the assessment plan with the Programme Director.
4. If there are transitional arrangements, the Examination Board will ascertain whether attainment of the Programme Intended Learning Outcomes is still being properly tested through the interim examinations in the transitional arrangements.

**Article 3.2: Safeguarding the quality of interim and other examinations** (HERA, Article 7.12b(1)(a))

1. In principle, the Programme Director is responsible for the quality of the interim and other examinations, and the Examination Board will safeguard the quality by ensuring that the Programme Director properly carries out this duty and that the desired result is achieved.
2. The Examination Board will safeguard the quality of interim and other examinations by explicitly paying attention to a number of aspects, specifically:
  - the examiners' assessment skills;
  - the quality of the assessment;
  - the coherence between the assessment within study units and the contribution of that unit's learning objectives to the Programme Intended Learning Outcomes of the degree programme;
  - the quality of the assessment and level of final projects;
3. The Examination Board will evaluate:
  - a. the assessment manuals for PDPs, SERs, final projects, interim examination.
  - b. a sample of semester syllabi and course syllabi.
  - c. a sample of PDPs and (final) SERs.
  - d. a sample of final projects.
  - e. a sample of assignments, tests, etc.
4. The Examination Board has made agreements with the Programme Director as to how they will ensure the quality of interim and other examinations, in particular with regard to the aspects identified in paragraph 2 of this article.

**Article 3.3: Safeguarding the quality of the organization and procedures concerning interim and other examinations** (HERA, Article 7.12b(1)(e))

1. The Programme Director is responsible for the practical organization of interim and other examinations (HERA, Article 7.10(3)).
2. The Examination Board will safeguard the quality of the organization and procedures concerning interim and other examinations by ensuring that the organization and procedures do not adversely affect the quality of the interim and other examinations.
3. The Examination Board has made agreements with the Dean of the faculty about the way in which it will safeguard the quality of the organization concerning interim and other examinations.

**Article 3.4: Designation of examiners** (HERA, Article 7.12c(1))

1. For the program, the Examination Board will designate examiners to evaluate the student's evidence and academic development over a semester.
2. For each study unit, the Examination Board will designate examiners to hold interim examinations and determine the results thereof.
3. For purposes of ensuring the quality of the interim examinations, the Examination Board will apply the following criteria in designating the examiners:
  - a. in principle, only permanent or temporary academic staff members of the University of Twente or another research university who are involved in the degree programme and who possess sufficient educational qualifications, specifically in the field of assessment, will be appointed as examiners.
  - b. an examiner's educational level must be at least one level higher than the educational level of the study unit for which he/she is designated as an examiner;

4. In designating examiners, the Examination Board will base its decisions on an overview to be provided annually by the Programme Director in which, for the programme as a whole and for each study unit, there will be a proposal for the examiners to be appointed. Pursuant to the requirements stated in paragraph 3, or for reasons of its own, the Examination Board may designate other examiners for study units.

4. If there are multiple examiners for a study unit, one examiner will be designated as the coordinator for the study unit and will determine the results of the assessment. Generally speaking, this will be the semester coordinator (for the semesters) or the chair of the Personal Pursuit Committee (for the Personal Pursuit).

5. Final projects must be assessed by at least two qualified examiners, one of which should be a designated examiner of the ATLAS programme. At least one of the examiners for Bachelor's final projects must have a doctoral degree.

6. If unforeseen situations arise or, in the Examination Board's judgment, an examiner fails to follow these Rules & Regulations, the Examination Board may designate another examiner.

**Article 3.5: Measures in academic misconduct cases (HERA, Article 7.12b(2))**

1. The Executive Board of the university has specified academic misconduct in the Student Charter (pp. 22-23). In addition, knowingly provide an opportunity for other students to commit academic misconduct may be deemed to constitute academic misconduct.

2. If academic misconduct is suspected, the examiner will inform the student that this will be reported to the Examination Board. The report by the examiner will suspend the assessment until the Examination Board determines whether or not academic misconduct has occurred.

3. If fraud or plagiarism is detected in a group assignment, all members of the group will be held accountable. Every member of the group is required to show evidence that proves their innocence.

4. After having given the student and teacher an opportunity to be heard, the Examination Board will determine whether academic misconduct has occurred and what measures will be taken, and will inform the student and teacher of this in writing.

4. If academic misconduct is found to have occurred, the Examination Board can, depending on the seriousness of the fraud, give an oral or written reprimand, declare the examination invalid, and deprive the student of the right to take one or more examinations to be specified by the Examination Board, for a period to be set by the Examination Board (at most one year).

5. In cases of serious academic misconduct (as referred to in HERA, Article 7.12b(2)), the Executive Board may, on the Examination Board's recommendation, definitively terminate the enrolment of the student concerned in the degree programme. The Examination Board will in principle make such a proposal to the Executive Board where there is a case of repeated academic misconduct.

6. A student can request the Examination Board to reconsider a decision regarding a sanction for fraud. This request should include a thorough motivation and should be submitted within six weeks after the decision came to the knowledge of the student.

**Article 3.6: Conditions for determining that the examination has been passed despite not passing all the interim examinations (HERA, Article 7.12b(3))**

1. The Examination Board may, under conditions it sets, decide that not every interim examination needs to be passed in order for the examination to be passed (HERA, Article 12b(3)).

2. In all cases, the Examination Board has to be able to determine whether a student meets the conditions that the Education and Examination Regulations (EER) set in terms of the knowledge, understanding and skills necessary to obtain a degree.

**Article 3.7: Certificates** (HERA, Article 7.11(2))

1. As proof that an examination has been passed, the Examination Board will issue a certificate. The certificate confirming that the examination has been passed will include all of the information indicated in the Higher Education and Research Act.
2. The Examination Board will include a supplement with the certificate for the purpose of providing information about the nature and content of the degree programme, with a view in part to international recognizability. The supplement will conform to the agreed standard European format.
3. The supplement will contain a description of the degree programme's content and study workload. Furthermore, the supplement will indicate which components were part of the examination and also the study units which, while not part of the examination, were, at the student's request, examined, including the assessment of those components.
4. The certificate and the supplement will be signed by the Examination Board's chair or one of its members.
5. To further specify the issuance of the certificate referred to in paragraph 1, the Examination Board will, after consulting the Dean, decide how the certificate will be handed out. The Programme Director will notify students of this in a timely manner through the usual channels.

**Article 3.8: Statements of excellence on, and with, the certificate** (EER, Article 5.2)

1. The programme has regulations on graduating 'cum laude', 'magna cum laude' and 'summa cum laude'. These are included in the EER.
2. The Examination Board will check whether the student meets the stated requirements. If the designation 'cum laude', 'magna cum laude' or 'summa cum laude' can be granted to a student, this will be indicated on the certificate and in the supplement.
3. The Examination Board may, in exceptional cases, at the assessment meeting's request, deviate from the conditions in the EER applicable for granting the designation 'cum laude', 'magna cum laude' or 'summa cum laude'.

**Article 3.9: Annual report** (HERA, Article 7.12b(5))

1. The Examination Board will draw up an annual report at the end of each academic year. The Examination Board will provide the annual report to the Dean and Programme Director.
2. The annual report will indicate:
  - a. the Examination Board's composition;
  - b. the professional development activities;
  - c. the activities related to safeguarding quality of testing and assessment;
  - d. the resolutions passed and the disposition of requests;
  - e. the certificates issued (table with numbers, 'cum laude' etc. designations);
  - f. the number of appeals and academic misconduct cases;
  - g. the involvement in accreditations;
  - h. plans for the coming year;
  - i. the focal points for the degree programme with respect to the quality of examinations.
3. The annual report will be discussed with the dean in a meeting.

**4. Rules concerning requests and complaints by students**



**Article 4.1: General rules concerning requests and complaints** (HERA, Article 7.12b(4))

1. Under the Higher Education and Research Act, the Examination Board may deviate from the provisions in the EER in certain situations. Students may submit a request to the Examination Board to that end.
2. In addition to the statutorily determined situations referred to in paragraph 1 of this article, a student may also submit a request to the Examination Board to deviate from the provisions in the EER due to demonstrable extreme unreasonableness or unfairness (EER Article 8.6.1 hardship clause).
3. Requests should be submitted to the Examination Board at least one week before the scheduled meeting via [examinationboard-uct@utwente.nl](mailto:examinationboard-uct@utwente.nl), and should be accompanied by relevant supplements.
4. In deciding on a request, the Examination Board may obtain advice from experts such as the Programme Director, examiners and study advisors.
5. The Examination Board will in principle address correctly submitted requests in the next scheduled board meeting.
6. The Examination Board will provide the student with written notice of its decision as soon as possible. In principle, the student will be informed of the decision no later than five business days after the meeting. An appeals clause will be included in the notice of the decision.
7. If a student files a request or complaint to the Examination Board where an examiner is involved who is also member of the Examination Board, then this member does not participate in the part of the meeting dealing with this request or complaint.

**Article 4.2: Approval of flexible degree programmes** (HERA, Articles 7.3d and 7.12b(1)(c))

1. A student enrolled on a university degree programme may compose a so-called flexible programme, which will include an examination, from study units given by the institution. If the examination is to result in a degree, permission to pursue the flexible programme must be obtained from the Examination Board.
2. The Examination Board will review whether the proposed flexible programme fits within the degree programme, is coherent and is of a sufficient level in terms of the degree programme's Intended Learning Outcomes, and differs sufficiently from the regular programme.
3. The student will be given written notice of the decision. If the Examination Board decides to approve the flexible programme, it will indicate the degree programme within which the flexible programme will be deemed to fall.

**Article 4.3: Granting of exemptions for (parts of ) study units**

(HERA, Articles 7.12b(1)(d) and 7.13(2)(r), and EER, Article 3.3)

1. At a student's request, the Examination Board may grant a student an exemption for one or more (parts of) study units. Students can apply for an exemption before their enrolment in the semester. For the first semester this application can be done no later than week 12 of the semester.
2. The total number of exempted credits cannot exceed 45.
3. Based on proof to be submitted by the student, demonstrating completion of a component of a similar content, size and level of a university or higher professional education programme or, as a result of work and/or professional experience, the Examination Board will determine whether the student has sufficient knowledge and skills to be granted an exemption for the (part of) study unit concerned.

4. The Examination Board may, in exceptional cases, deviate from the provisions in paragraph 1 and grant an exemption for components of a study unit (EER, Articles 3.3 and 8.6).

**Article 4.4: Extension of the period of validity for the results of interim examinations** (HERA, Article 7.13(2)(k))

1. Students may submit requests to the Examination Board to extend the period of validity for interim examinations.
2. In deciding on granting an extension to the period of validity of interim examinations, the Examination Board will apply the guideline that the content of the subject concluded with the interim examination should not be outdated.

**Article 4.5: Deviation from the manner of interim examinations** (HERA, Article 7.13(2)(l))

1. Students may submit requests to the Examination Board to deviate from the manner of interim examinations.
2. The Examination Board will always request advice from the relevant examiner.

**Article 4.6: The postponement of issuing certificates** (HERA, Article 7.11(3))

1. Students who are entitled to a certificate may request the Examination Board to defer its issuance.

**Article 4.7: Issuance of written statements** (HERA, Article 7.11(5))

1. Students who have passed more than one interim examination and who cannot receive a certificate as referred to in Article 3.7 of these Rules & Regulations, will receive a statement upon request issued by the Examination Board indicating the interim examinations they have passed.

**Article 4.8: Deviation from the provisions in the EER based on the hardship clause** (EER, Article 8.7.1)

1. The EER hardship clause allows, in cases of demonstrable extreme unreasonableness or unfairness, the Examination Board to permit deviations from the provisions in the EER.

**5. Guidelines and instructions for examiners** (HERA, Article 7.12b(1)(b))

1. The Examination Board requires that examiners commit themselves to the assessment manuals.

**6. Changes, deviations, appeals and objections**

**Article 6.1: Conflicts with these Rules & Regulations**

1. The guidelines and instructions stated in these Rules & Regulations have been formulated within the framework of the degree programme's EER. If they conflict with the EER, the provisions in the EER will prevail.
2. If other supplementary regulations and/or provisions conflict with these Rules & Regulations, the provisions in these Rules & Regulations will prevail.

**Article 6.2: Hardship clause**

1. The Examination Board will regularly evaluate if these Rules & Regulations have the intended effect.

2. In cases of demonstrable extreme unreasonableness or unfairness, the Examination Board may deviate from the provisions in these Rules & Regulations.
3. The Examination Board will decide on situations not covered by these Rules & Regulations.

**Article 6.3: Appeals and objections**

1. Student appeals against decisions by the Examination Board must be submitted in writing within six weeks after the decision has been announced to the student. Appeals are addressed to the Board of Appeal for Examinations (CBE) of the UT.
2. If a student has submitted a complaint about an examiner and the Examination Board has been requested to act as a mediator, the Examination Board will adhere to the principle of hearing both sides.

**Article 6.4: Publication and amendment of these Rules & Regulations**

1. The Examination Board's Rules & Regulations will be published on the UCT website.
2. Changes to these Rules & Regulations will likewise be published on the UCT website. Changes to these Rules & Regulations during the current academic year will only be valid if the interests of students are not unreasonably harmed.

**Article 6.5: Entry into force**

These Rules & Regulations will become effective on 1 September 2022 and will replace previous versions of these Rules & Regulations.