

RULES AND REGULATIONS OF THE FACULTY ITC EXAMINATION BOARD

APPLICABLE FOR COURSES STARTING FROM SEPTEMBER 2018 ONWARDS

Faculty of Geo-Information Science and Earth Observation (Faculty ITC)

The Examination Board of the Faculty,

These Rules and Regulations are established by the Faculty ITC Examination Board conform the Dutch Higher Education and Research Act (WHW) Section 7.12b, Point 3.

Applicable for:

- The post-initial Master's programme M Geoinformation Science and Earth Observation (M.Sc.) (CROHO number 75014) (M-GEO)
- The initial Master's programme Spatial Engineering (CROHO number 60962) (M-SE)
- Postgraduate Diploma Course (PGD) from the M-GEO
- Credit bearing short courses

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DEFINITIONS

For a definition of most of the terms used in this document, the reader is referred to the Education and Examination Regulations of the Faculty ITC (EER). The following terms are used in this document and not defined in the EER:

- Assessor: A person who assists the Examiner in the process of assessment;
- Test supervisor: A person who ensures and monitors that the Rules of order for written tests (see Appendix 2) are implemented during the test;
- UFO: University job classification system.

SECTION 1: THE EXAMINATION BOARD AND HER DUTIES AND POWERS

1.1 THE EXAMINATION BOARD

- 1) The Dean appoints an Examination Board (EB) for each programme or group of programmes. Its members are appointed based on their expertise in the field of that particular programme or group of programmes, involvement as lecturer/supervisor, and expertise in assessment.
- 2) The Examination Board is the body which determines in an objective and expert way whether a student has all knowledge, skills and attitudes that are defined in the EER for awarding the MSc Degree and Certificates. The Examination Board has a say and is involved in all aspects of assessment from policy on assessment via appointment of Examiners to the decision about requests and complaints related to assessment.
- 3) For each Master's programme, at least one member is appointed to the Examination Board.
- 4) The Dean of the Faculty ITC has according to the WHW art. 9.14 set down further regulations on the governance and composition of the Examination Board in the Faculty Regulations.
- 5) The composition of the Examination Board is published on Internet.

1.2 DUTIES AND POWERS

- 1) The Examination Board has the following duties stated in the WHW:
 - i. Establish if a student meets the Programme Learning Outcomes, as stated in the Education and Examination Regulation (WHW Art. 7.12 Par. 2).
 - ii. Presentation of a Diploma or Certificate as a proof of completing all exams (WHW Art. 7.11 Par. 2; EER Art. 5.4).
 - iii. Quality assurance of tests and exams (WHW Art 7.12b Par. 1a).
 - iv. Determination of rules and directions to determine and judge the results of tests and exams, within the framework of the EER (WHW Art 7.12b Par. 1b).
 - v. Granting permission to follow a tailor-made study programme (WHW Art 7.3d; EER Art. 3.6).
 - vi. Granting exemptions from one or more assignments or practical exercises (WHW Art. 7.12b Par.1d and Art. 7.13 Par. 2r; EER Art. 3.4).
 - vii. The taking of sanctions in cases of fraud (WHW Art. 7.12b Par. 2).
 - viii. The Examination Board will determine further rules on the execution of duties and rights as mentioned under sub Paragraphs iii, iv, vi, and vii of this Paragraph (WHW Art. 7.12b Par. 3).
 - ix. Submit an annual report to the Dean (WHW Art. 7.12b Par. 5).
 - x. Appointment of Examiners for examining and judging tests (WHW Art. 7.12c Par.1).
 - xi. Handle requests and complaints submitted by students related to exams (WHW Art. 7.12b Par. 4).
- 2) The Examination Board has the following powers:
 - i. The right of postponement of the declaration of successful completion of the exams (WHW Art. 7.11 Par. 3; EER Art 5.2).
 - ii. The right to extend the validity of tests (WHW Art. 7.13 Par. 2k; EER Art. 4.8).
 - iii. The right to deviate from the number of times and manner in which exams can be taken (WHW Art. 7.13 Par. 2l; EER Art. 4.5).
 - iv. The right to deviate from the public nature of oral tests (WHW Art. 7.13 Par. 2n; EER Art. 4.6).
 - v. The right to grant an exemption from a practical exercise. The Examination Board can demand replacement requirements (WHW Art. 7.13 Par. 2t).

- vi. The right to grant an exemption, if necessary with replacement of specific parts of the study unit, from the obligation to take part in a practical exercise to get admission to sit a test (WHW Art. 7.13 Par. 2t; EER Art. 3.4).

1.3 GENERAL

- 1) The Examination Board is independent but works within the framework of the WHW and the framework and rules as defined by the Executive Board of the University of Twente or the Dean of the Faculty ITC. Besides, the jurisprudence of the CBE (Board of Appeal for Examinations) of the UT is followed.
- 2) The Dean has appointed the chair of the Examination Board. The Examination Board elects the vice-chair to replace the chair in his/her absence. When both the chair and vice-chair are absent, one of the other Examination Board members acts as vice-chair, the longest sitting member first.
- 3) The Examination Board can decide to mandate specific tasks and responsibilities to the chair or another member.
- 4) For the execution of some specific tasks, the Examination Board may set up a committee or working group, which will execute the tasks on behalf of the Examination Board and will advise the board on this matter.

1.4 MEETINGS

- 1) The Examination Board meets at least eight times per year.
- 2) Meetings are scheduled about once per month. The Examination Board works with an annual cycle that gives an indication what topics are dealt with in which meeting. The annual cycle is an Appendix of this document.
- 3) The meetings and minutes of the Examination Board are not public.

1.5 DECISIONS

- 1) Decisions are taken on the basis of arguments. If this does not lead to agreement the chair can decide to vote. In case the votes are equally divided, the chair has the casting vote.
- 2) In principle decisions are taken by all members together. In case a member cannot attend a meeting, the member may communicate his/her opinion or vote before the meeting.
- 3) All Examination Board members are involved in:
 - i. Decisions on changes on the Rules and Regulations defined in this document;
 - ii. Decisions that directly affect the functioning of the EB;
 - iii. Decisions on documents prepared by the EB such as Instructions for Examiners and the Annual Plan;
 - iv. Decisions on documents that require formal approval by the EB.
- 4) If Examination Board members cannot be present at a meeting, a decision by a single EB member can be forwarded by e-mail to all other EB members, or the decision is postponed once to the next Examination Board meeting.
- 5) Decisions that relate to day-to-day activities and responsibilities by the Examination Board can be taken by three members, including the chair or vice-chair.

1.6 MANDATES AND COMMITTEES

- 1) The following tasks are mandated:
 - i. The handling of the first case of fraud by a student is mandated to the Programme Manager except for fraud in the MSc Research (Article 4.6).
 - ii. Establish if a student meets the programme learning outcomes as stated in the Education and Examination Regulations for the course or programme is mandated to the chair and vice-chair of the Examination Board.
 - iii. Dealing with first instances of complaints on the procedure and format of tests is mandated to the Programme Manager.
- 2) The Examination Board installed the Certification Committee.
 - i. The Certification Committee reviews and updates the Certification Policy of the Faculty ITC Educational Programmes; ensures compliance with UT regulations for certification, and develops and maintains the working procedures for the execution of the certification

- documents. The committee chair is a member of the Examination Board, and committee members are invited by the committee chair and are approved by the Dean.
- ii. The Certification Committee consists of representatives from the Examination Board, the Course Directors, Bureau Education and Research Support (Faculty ITC-BOOZ) and an education specialist and prepares the documents and procedures for approval by the Dean. The Examination Board is responsible for managing this process. The certification officer of Faculty ITC-BOOZ is the point of contact for developments at UT central regarding certification.

SECTION 2: THE EXECUTION OF GENERAL TASKS AND AUTHORITIES

2.1 APPOINTMENT OF EXAMINERS

The Programme Manager nominates and the Examination Board appoints Examiners for each study unit in its Annual cycle (see Appendix 1). The Examiners are, via the Programme Manager, accountable to the Examination Board.

2.2 SECURING THE QUALITY OF TESTS AND EXAMS

- 1) To secure the quality of tests and exams, Examiners are required to have a University Teaching Qualification. For the time being, people with dispensation for the UTQ are treated equally to people having one. Exemption from this requirement can be given under circumstances.
- 2) Additional rules for Examiners in assessment boards are laid down in Sections 6, 7 and 8 for the Master's programmes and the PGD course.
- 3) The Examination Board performs periodic quality checks of exams, if needed by delegating a review to an external expert on the subject matter of the exam.
- 4) The Examination Board has set rules of order for written tests to ensure quality of test taking, which can be found in Appendix 2.
- 5) The Examination Board has defined a procedure for taking tests at a distance via the computer, which can be found in Appendix 3.

2.3 FINAL EXAMINATION

- 1) The rules for final examination of the M-GEO programme are described in Section 6.
- 2) The rules for final examination of the M-SE programme are described in Section 7.
- 3) The rules for final examination of the PGD course are described in Section 8.
- 4) The rules for certification of credit bearing short courses are described in Section 9.

SECTION 3: STUDENT COMPLAINTS AND REQUESTS

3.1 COMPLAINTS

- 1) Student complaints are first dealt with by the Programme Manager.
- 2) If the student is not satisfied with the decision of the Programme Manager, the student has a right of complaint with the Examination Board when the disagreement is related to the format or procedure of a test or exam or with the Programme Director for all other issues.
- 3) A complaint with the Examination Board will only be accepted if the previous steps of dealing with complaints (complaint has been discussed with the Examiner, Proposal Assessment Board or Thesis Assessment Board and has been presented to the Programme Manager for reconsideration) have not led to an agreement;
- 4) Complaints should be addressed in writing to the chair of the Examination Board.
- 5) A complaint on the format or procedure of a test or exam should be sent to the Examination Board within the period of three weeks after the marks have been published.
- 6) The Examination Board can request all relevant materials and correspondence and may hear all parties involved for relevant information, before the final decision is taken and communicated in writing to the student. In case the complaint is supported, the Examination Board will propose remedial actions. If the complaint of the student is rejected, the reasons are described.
- 7) The Examination Board should deal with the case within two weeks of receipt of the complaint.
- 8) Regulations on complaints with the Programme Manager can be found in the Education and Examination Regulations, Article 8.6.

3.2 REQUESTS

- 1) Requests for a tailor-made study programme, exemption or changes in the order of the study units have to be made at least three weeks before the start of the deviation from the regular programme.
- 2) A request for one extra test opportunity to fulfil the requirements for the admission to the MSc Research of the M-GEO will only be handled by the Examination Board after the student has been informed in writing by the Programme Manager stating that the student no longer qualifies for the MSc Degree and after the last scheduled test opportunity of the re-sit exam week.
- 3) A request for one extra test opportunity to fulfil the requirements for the admission to the Academic and Research phase of the M-SE will only be handled by the Examination Board after the student has been informed in writing by the Programme Manager stating that the student no longer qualifies for the MSc Degree and after the last scheduled test opportunity of the International Module in Quartile 5.
- 4) A request for one extra test opportunity to fulfil the requirements for the admission to the Final Assignment of the PGD course will only be handled by the Examination Board after the student has been informed in writing by the Programme Manager stating that the student no longer qualifies for the PGD Certificate and after the last scheduled test opportunity of Quartile 3.
- 5) The Examination Board should deal with the case within two weeks of receipt of the request.

SECTION 4: THE ASSESSMENT OF THE QUALITY OF TESTS AND DETERMINATION OF MARKS

4.1 QUALITY OF TESTS AND MARKING

The rules in Paragraphs 4.2 and 4.3 are expected to be implemented by Examiners in designing and marking tests. The Examination Board will use these as guidelines when evaluating tests and exams.

4.2 ASSESSMENT OF THE QUALITY OF TESTS

- 1) The regulations on the Education and Exams of the Education and Examination Regulations (Section 4) are considered to be a good starting point for high quality tests.
- 2) For the assessment of the quality of tests, the following information should be made available for the Examination Board by the Examiner at request:
 - i. The Test Plan;
 - ii. For each test, a Test Matrix;
 - iii. The actual test(s);
 - iv. The marking scheme of the test(s);
 - v. An analysis of test results.
 - vi. The procedure for determining the mark.
 - vii. Data of student results over the last 3 years.
- 3) In assessing the quality of a test, the Examination Board uses the following criteria:
 - i. A test should be valid:
 - The Test Plan covers all learning outcomes;
 - The test format is in line with the learning outcomes that have to be assessed;
 - ii. A test should be transparent:
 - Students know beforehand what to expect in the test.
 - Before the start of the study unit the Examiner certifies that all information on demands on tests or exams is available through the digital learning environment.
 - Before the start of the study unit the Examiner certifies that assessment criteria for tests and exams are made available through the digital learning environment.
 - iii. A test should be reliable:
 1. The test and the constituting questions are of good quality.
 2. The marking of the test is conducted adequate and reliable.
 3. For a study unit with multiple assessors the Examiner certifies that all assessors apply the same assessment criteria for a test, and that all assessment criteria are similarly weighted to guarantee uniform and consistent assessment.
 - iv. A test should be doable: A maximum of one test per day is allowed. A written test should not commence within 24 hours of the start of the previous written test.

- 4) The Examination Board is entitled to ask any Examiner at any time to produce evidence on the quality of their tests.

4.3 DETERMINATION OF MARKS

- 1) The determination of the exam result should be based on the Test Plan as defined in the Education and Examination Regulations, Article 4.4.
- 2) The Faculty ITC marking system for tests and exams is defined in the Education and Examination Regulations, Article 4.1-9.
- 3) The Test Plan should clearly explain how tests within a study unit lead to the exam result. It should include weights of the different tests, and if applicable compensation possibilities.
- 4) The exam result is based on an individual or group assessment.
- 5) In case of a deficiency in a test, the Examiner is entitled to alter the test but such alteration may not disfavour the student. Assessment criteria may be changed by the Examiner but changes may not disfavour the student. Alteration of a test can be, for instance, because questions may prove to be too difficult, or that the set time period to finish a test is too short.

4.4 MSC RESEARCH EXAM

The procedures for the MSc Research exam of the M-GEO and the Academic and Research phase of the M-SE are described in Sections 6.3 and 7.3 of this document.

4.5 FINAL ASSIGNMENT EXAM

The procedure for the Final Assignment exam of the PGD course is described in Section 8.3 of this document.

4.6 FRAUD

- 1) Fraud is defined in the Faculty ITC Education and Examination Regulations.
- 2) In case of detected fraud the student is informed by the Examiner; the student does not receive a mark. The Examiner informs the Programme Manager and Examination Board in writing in all cases of fraud. The Programme Manager deals with a first case of fraud. The Examination Board deals with repeated cases of fraud, and fraud in the MSc Research, Academic and Research phase, or Final Assignment exam. The Examination Board hears both parties and decides on proper action.
- 3) The Examination Board can decide that the student is excluded from all tests for a certain period of time, with a maximum of one year. In case of severe or repeated fraud the Executive Board of the University can decide, advised by the Examination Board, to expel the student from the course or programme.
- 4) In case the student has committed fraud in the MSc Research, Academic and Research phase or Final Assignment exam and decides to return to finish the exams after exclusion, the old Thesis or Final Assignment is invalidated and a new topic has to be chosen.
- 5) The Faculty ITC will use plagiarism detection software or other tools to detect fraud. In submitting a text, the student implicitly consents to the text being entered in the database of the detection software concerned.

SECTION 5: CHANGES, DEVIATIONS, APPEAL AND OBJECTIONS

5.1 CONFLICTS WITH THE RULES AND REGULATIONS

- 1) The Rules and Regulations are formulated within the boundaries of the Education and Examination Regulations (EER) of the Faculty ITC. In case they are in conflict with the EER, then the EER has precedence.
- 2) In case other additional regulations and/or measures are in conflict with these Rules and Regulations, then the Rules and Regulations have precedence.
- 3) In most cases where programmes are taught in conjunction with a partner, the two institutes will agree upon new procedures, to be approved by the Examination Board, which take precedence over these Rules and Regulations. The Programme Manager will inform the students which Rules and Regulations apply.

5.2 HARDSHIP CLAUSE

- 1) The Examination Board reviews the Rules and Regulations on a regular basis.
- 2) In an exceptional case where application of these Rules and Regulations would result in manifest unfairness with respect to a registered student, the Examination Board can decide to depart from these Rules and Regulations.
- 3) In cases not covered by these Rules and Regulations, the Examination Board decides.

5.3 APPEALS

- 1) According to the Dutch Law on Higher Education and Scientific Research, a Master's student can appeal against the decision of an Examination Board to the University's Appeal Board for Exams via the UT Complaints Desk within six weeks after being informed by that Examination Board on the decision.
- 2) According to the Dutch Law on Higher Education and Scientific Research, a Master's student can appeal against a test result to the University's Appeal Board for Exams via the UT Complaints Desk within six weeks after being informed by the examiner on the result.
- 3) An appeal to the University's Appeal Board for Exams does not automatically overrule a possible deregistration of a student according to the rules of a fellowship provider. However, a student can ask for a provisional ruling from the University's Appeal Board for Exams pending the decision of this Board.

5.4 ANNOUNCEMENT OF AND CHANGES IN THE RULES AND REGULATIONS

- 1) The Rules and Regulations of the Examination Board are available via the Faculty ITC website.
- 2) Changes in the Rules and Regulations are also published via the Faculty ITC website.

5.5 COMMENCEMENT DATE

These Rules and Regulations of the Examination Board apply to all programmes and courses that are offered by the Faculty ITC of the University of Twente and are leading to a MSc Degree, PGD Certificate, or a credit bearing short course Certificate starting from September 2018 onwards and, together with the Education and Examination Regulations, replace all previous regulations.

SECTION 6: ADDITIONAL RULES AND REGULATIONS FOR THE MASTER'S PROGRAMME M-GEO

6.1 MSC RESEARCH PROPOSAL TEST

- 1) The MSc Research Coordinator nominates, and the Examination Board appoints, a Proposal Assessment Board. This Board assesses the MSc Research proposal and its presentation by the student. The Proposal Assessment Board is accountable, via the Programme Manager, to the Examination Board.
- 2) Each Proposal Assessment Board has three members: the research theme leader (chair), the first supervisor and the second supervisor. The MSc Research Coordinator has to be present as advisor. Involved PhD candidates may be present as advisors.
- 3) No more than one PAB member does not hold a PhD Degree. No more than one member has an UFO profile without research tasks. In exceptional cases the Examination Board can deviate from this.
- 4) Members of the PAB can be replaced in exceptional cases under the following conditions:
 - i. There has to be a valid reason that the PAB member cannot be present;
 - ii. A maximum of one PAB member can be replaced.
- 5) The role of the MSc Research coordinator as advisor is to:
 - i. Observe if the procedure as stated in the instructions for the MSc Research proposal test is followed;
 - ii. Observe if the marks given to students are consistent across students and are fair;
 - iii. Bring in these observations in the PAB discussion.
- 6) The MSc Research Coordinator can be replaced in his/her role as advisor:
 - i. When the MSc Research Coordinator has the role of supervisor;
 - ii. In exceptional cases.
- 7) Within a research theme, the number of different replacements of the MSc Research Coordinator should be limited to ensure inter-rater consistency.

- 8) The MSc Research proposal is assessed based on the written MSc Research proposal, a presentation and an oral defence. The presentation and oral defence have a duration of half an hour maximum. The chair of the Proposal Assessment Board is responsible for the exam but might delegate the administrative handling to a PAB member. The chair signs the assessment form. The student will receive the test result in writing from the MSc Research Coordinator.
- 9) All members of the Proposal Assessment Board read and assess the quality of the MSc Research proposal. The oral test can take place if the following conditions are met:
 - i. A minimum of two members of the Proposal Assessment Board are present.
 - ii. At least one of the supervisors is present.
 - iii. At the start of the exam, the Chair has received the assessments of the PAB members who are not present during the oral test.

In case replacements are needed to meet these conditions, the MSc Research Coordinator will, in agreement with the student, decide on the new composition of the proposal assessment.

- 10) When the Proposal Assessment Board is of the opinion that the MSc research proposal is not sufficient, the student will receive a letter with extensive feedback and will have a second opportunity to defend a revised MSc Research proposal within two weeks. Only the improvements that result from the feedback on the first opportunity are considered for assessment in the second opportunity of the proposal presentation. This feedback is used to check on improvements in the second opportunity of the proposal presentation. In case the second opportunity of the proposal presentation is not satisfactory, the candidate will not be allowed to continue with the research work and Thesis writing.
- 11) The criteria and procedure for the MSc Research proposal test set by the Examination Board are drawn up in a separate document, called Instructions for the Proposal Assessment Board (PAB) which is available via the Faculty ITC Intranet.

6.2 REGISTRATION FOR THE MSC RESEARCH EXAM

- 1) The student can register for the MSc Research exam when the conditions mentioned in the Regulations pertaining to the Master's programme M-GEO of the EER are met.
- 2) The student must submit a well-organized copy of all digital files associated with the MSc Research work, in accordance with the Faculty ITC data management policy, at least two weeks before the exam date.
- 3) When work has been done in cooperation with others, the supervisor must submit a written statement to the Thesis Assessment Board indicating the part of the work done by the student.

6.3 MSC RESEARCH EXAM

- 1) For the MSc Research exam, the MSc Research Coordinator nominates and the Examination Board appoints a separate Thesis Assessment Board (TAB) for each student. The Thesis Assessment Board is, via the Programme Manager, accountable to the Examination Board.
 - i. Each Thesis Assessment Board has three to five members: one or both supervisor(s), a Faculty ITC professor or associate professor in a relevant discipline (who cannot be one of the supervisors), an external Examiner and, if necessary, other staff members of the Faculty ITC. The involved PhD candidate may be present as advisor. The MSc Research Coordinator should be present as advisor.
 - ii. In many cases, the external Examiner comes from outside the Faculty ITC, preferably being an academic staff member of a university or a knowledge institute. In the remaining cases, the external Examiner comes from a scientific department of the Faculty ITC and has not played a major role in the students' Master's programme and research theme. External Examiners should not have been involved in the research of the student.
 - iii. At least half of the external Examiners of the Thesis Assessment Boards of a research theme should be from outside the Faculty ITC.
 - iv. No more than one TAB member does not hold a PhD Degree. No more than one member has an UFO profile without research tasks. In exceptional cases the Examination Board can deviate from this.
 - v. The Thesis Assessment Board is chaired by the Faculty ITC (associate) professor. In exceptional cases a new chair can be appointed from outside the TAB.
- 2) Members of the TAB can be replaced in exceptional cases under the following conditions:
 - i. There has to be a valid reason that the TAB member cannot be present.

- ii. A maximum of one TAB member can be replaced.

- 3) The role of the MSc Research coordinator as advisor is to:
 - i. Observe if the procedure as stated in the instructions for the MSc Research exam is followed;
 - ii. Observe if the marks given to students are consistent across students and are fair;
 - iii. Bring in these observations in the TAB discussion.
- 4) The MSc Research Coordinator can be replaced in his/her role as advisor:
 - i. When the MSc Research Coordinator has the role of supervisor.
 - ii. In exceptional cases.
- 5) The MSc Research exam consists of the assessment of the Thesis and the oral test that includes a presentation and defence. The oral test has a maximum duration of 45 minutes.
- 6) The MSc Research Coordinator assigns a date for the oral test and informs the student at least two weeks in advance of this date.
- 7) The criteria and procedure for the MSc Research exam are drawn up in a separate document, called Instructions for the Thesis Assessment Board (TAB) which is available via the ITC Intranet.
- 8) All members of the Thesis Assessment Board read and assess the quality of the Thesis as an ordered, logical and critical exposition of research work in the approved field. The oral test can take place if the following conditions are met:
 - i. A minimum of three members of the Thesis Assessment Board are present.
 - ii. At least one of the supervisors is present.
 - iii. At the start of the exam, three written assessments (mark and justification) of the Thesis are available.

In case these conditions are not met, the Examination Board will, in agreement with the student, decide whether the oral test will take place and with which Thesis Assessment Board composition.

These members of the Thesis Assessment Board will assess the Thesis and oral test on scientific scope and depth, scientific method, reporting, presentation and defence, and research process, and will decide on the mark.

The following articles (9-11) are only applicable for students who started their studies before September 2018:

- 9) On the basis of the MSc Research exam the Thesis Assessment Board takes one of the following decisions:
 - i. The student has passed the MSc Research exam. A single mark is given.
 - ii. Subject to minor corrections (that can be implemented within three working days and implemented before the official end of the Master's programme) in the Thesis, the MSc Research exam is passed. A single mark is given, subject to the corrections in the Thesis being made.
 - iii. The student has not passed the MSc Research exam. The Fail mark is given. However, the presentation and defence have shown that the student is capable of performing principal research tasks. Subject to major changes, the student may re-submit the Thesis for a new exam no later than three month from the day the decision on the Fail mark was communicated to the student. and a new oral test is scheduled at a convenient time.
 - iv. The student has not passed the MSc Research exam. The Fail mark is given.
- 10) No changes may be made in the Thesis after submission for the MSc Research exam, only an errata list may be added. Changes can only be made when the Thesis is to be re-examined by the Thesis Assessment Board.
- 11) Students who plan to re-submit their Thesis are not allowed to receive supervision. The second opportunity of the MSc Research exam is on the basis of Completed/Fail and thus the maximum mark obtained of the second opportunity is 6. In any circumstance, it is not possible to have a third opportunity of the MSc Research exam.

The following articles (12-14) are only applicable for students starting their studies in or after September 2018

- 12) On the basis of the MSc Research exam the Thesis Assessment Board takes one of the following decisions:
 - i. The student has passed the MSc Research exam. A single mark is given.

- ii. The student has not passed the MSc Research exam. The Fail mark is given. The student may re-submit the Thesis for a new exam no later than one month from the day the decision on the Fail mark was communicated to the student.
- 13) No changes may be made in the Thesis after submission for the MSc Research exam, only an errata list may be added. Changes can only be made when the Thesis is to be re-examined by the Thesis Assessment Board.
- 14) Students who plan to re-submit their Thesis are not allowed to receive supervision. The second opportunity of the MSc Research exam is on the basis of Completed/Fail and thus the maximum mark obtained of the second opportunity is 6. In any circumstance, it is not possible to have a third opportunity of the MSc Research exam.

6.4 FINAL EXAMINATION

- 1) At the end of the Master's programme, after receipt of the exam results of the MSc Research exam, the Examination Board takes one of the following decisions:
 - i. That the MSc Research exam and overall performance of the student in the Master's programme are satisfactory. The MSc Degree is awarded.
 - ii. That the MSc Research exam and overall performance of the student in the Master's programme are such that the MSc Degree is awarded Cum Laude.
 - iii. That the research work and/or overall performance in the Master's programme are not satisfactory. The MSc Degree is not awarded.
- 2) The criteria for the award of an MSc Degree are:
 - i. The average of all exams must be at least 6.00.
 - ii. No more than 12 EC worth of exams may have a mark below 6 and no mark below 5 is allowed.
 - iii. The MSc Research exam in the Master's programme must have a mark of at least 6.
- 3) Only results of study units that are part of the formal curriculum of the Master's programme are included in the calculation of the average and counted for the number of marks below 6 and below 5. Therefore results of a study unit that is taken in addition to the formal curriculum or in exchange for a study unit of the formal curriculum for which exemption was given, will not be included. However, a study unit that was taken in exchange because of a reason other than exemption, is considered as part of the formal curriculum. The weight of an exam in the calculation of the average depends on the number of EC assigned to the study unit.
- 4) To be entitled to receive a MSc Degree Cum Laude the average of all exams must be 8.00 or above. The MSc Research exam must have a mark of 9 or 10. No marks below 7 are allowed. A Cum Laude MSc Degree is only awarded after discussion by the Examination Board. In special cases, the Examination Board can deviate from the requirements for a Cum Laude MSc Degree.
- 5) Students who have made changes in the formal curriculum of their Master's programme (exemptions) that affect more than 20 EC study load are not entitled to receive a MSc Degree Cum Laude.
- 6) A student who is not admitted to the MSc Research of the Master's programme or has failed the MSc Research exam, but has completed Quartiles 1, 2 and 3, the Specialisation study unit in Quartile 4, and Academic skills of the Master's programme successfully can receive a PGD Certificate under certain conditions. Details on this arrangement can be found in these Rules and Regulations, Section 8.5.
- 7) The Diploma and Diploma Supplement are issued only one time, it is possible to request a certified copy via the Faculty ITC website.

SECTION 7: ADDITIONAL RULES AND REGULATIONS FOR THE MASTER'S PROGRAMME SPATIAL ENGINEERING

7.1 MSC RESEARCH PROPOSAL TEST.

- 1) The MSc Research Coordinator nominates, and the Examination Board appoints, a Proposal Assessment Board. This Board assesses the MSc Research proposal and its presentation by the student. The Proposal Assessment Board is accountable, via the Programme Manager, to the Examination Board.

- 2) Each Proposal Assessment Board has three members: the research theme leader (chair), the first supervisor and the second supervisor. The MSc Research Coordinator has to be present as advisor. Involved PhD candidates may be present as advisors.
- 3) No more than one PAB member does not hold a PhD Degree. No more than one member has an UFO profile without research tasks. In exceptional cases the Examination Board can deviate from this.
- 4) Members of the PAB can be replaced in exceptional cases under the following conditions:
 - i. There has to be a valid reason that the PAB member cannot be present;
 - ii. A maximum of one PAB member can be replaced.
- 5) The role of the MSc Research coordinator as advisor is to:
 - i. Observe if the procedure as stated in the instructions for the MSc Research proposal test is followed;
 - ii. Observe if the marks given to students are consistent across students and are fair;
 - iii. Bring in these observations in the PAB discussion.
- 6) The MSc Research Coordinator can be replaced in his/her role as advisor:
 - i. When the MSc Research Coordinator has the role of supervisor;
 - ii. In exceptional cases.
- 7) The number of different replacements should be limited to ensure inter-rater consistency.
- 8) The MSc Research proposal is assessed based on the written MSc Research proposal, a presentation and an oral defence. The presentation and oral defence have a duration of half an hour maximum. The chair of the Proposal Assessment Board is responsible for the test but might delegate the administrative handling to a PAB member. The chair signs the assessment form. The student will receive the test result in writing from the Programme Manager.
- 9) All members of the Proposal Assessment Board read and assess the quality of the MSc Research proposal. The oral test can take place if the following conditions are met:
 - i. A minimum of two members of the Proposal Assessment Board are present.
 - ii. At least one of the supervisors is present.
 - iii. At the start of the exam, the Chair has received the assessments of the PAB members who are not present during the oral test.

In case these conditions are not met, the Examination Board will, in agreement with the student, decide whether the oral test will take place and with which Proposal Assessment Board composition.
- 10) When the Proposal Assessment Board is of the opinion that the research proposal is not sufficient, the student will receive a letter with extensive feedback and will have a second opportunity to defend a revised MSc Research proposal within two weeks. Only the improvements that result from the feedback on the first opportunity are considered for assessment in the second opportunity of the proposal presentation. In case the second opportunity of the proposal presentation is not satisfactory, the candidate will not be allowed to continue with the research work and the Thesis writing.
- 11) The criteria and procedure for the MSc Research proposal test set by the Examination Board are drawn up in a separate document, called Instructions for the Proposal Assessment Board Spatial Engineering (PAB-SE) which is available via the Faculty ITC Intranet.

7.2 REGISTRATION FOR THE ACADEMIC AND RESEARCH PHASE EXAM

- 1) The student can register for the Academic and Research phase exam when the conditions mentioned in the Regulations pertaining to the Master's programme M-SE of the EER are met. The student must submit a well-organized copy of all digital files associated with the MSc Research work, in accordance with the Faculty ITC data management policy, at least two weeks before the exam date or as specified by the Programme Manager..
- 2) When work has been done in cooperation with others, the supervisor must submit a written statement to the Thesis Assessment Board indicating the part of the work done by the student.

7.3 ACADEMIC AND RESEARCH PHASE EXAM

- 1) For the Academic and Research phase exam, the MSc Research Coordinator nominates and the Examination Board appoints a separate Thesis Assessment Board (TAB) for each student. The Thesis Assessment Board is, via the Programme Manager, accountable to the Examination Board.
 - i. Each Thesis Assessment Board has three to five members: one or both supervisor(s), a Faculty ITC professor or associate professor in a relevant discipline (who cannot be one of the supervisors), an external Examiner and, if necessary, other staff members of the Faculty ITC. The involved PhD candidate may be present as advisor. The MSc Research Coordinator should be present as advisor.
 - ii. In many cases, the external Examiner comes from outside the Faculty ITC, preferably being an academic staff member of a university or a knowledge institute. In the remaining cases, the external Examiner comes from a scientific department of the Faculty ITC and has not played a major role in the students' Master's programme and research theme. External Examiners should not have been involved in the research of the student.
 - iii. At least half of the external Examiners of the Thesis Assessment Boards should be from outside the Faculty ITC.
 - iv. No more than one TAB member does not hold a PhD Degree. No more than one member has an UFO profile without research tasks. In exceptional cases the Examination Board can deviate from this.
 - v. The Thesis Assessment Board is chaired by the Faculty ITC (associate) professor. In exceptional cases a new chair can be appointed from outside the TAB.
- 2) Members of the TAB can be replaced in exceptional cases under the following conditions:
 - i. There has to be a valid reason that the TAB member cannot be present.
 - ii. A maximum of one TAB member can be replaced.
- 3) The role of the MSc Research coordinator as advisor is to:
 - i. Observe if the procedure as stated in the instructions for the Academic and Research phase exam is followed;
 - ii. Observe if the marks given to students are consistent across students and are fair;
 - iii. Bring in these observations in the TAB discussion.
- 4) The MSc Research Coordinator can be replaced in his/her role as advisor:
 - i. When the MSc Research Coordinator has the role of supervisor.
 - ii. In exceptional cases.
- 5) The MSc Research exam consists of the assessment of the Thesis and the oral test that includes a presentation and defence. The oral test has a maximum duration of 45 minutes.
- 6) The MSc Research Coordinator assigns a date for the oral test and informs the student at least two weeks in advance of this date.
- 7) The criteria and procedure for the MSc Research exam are drawn up in a separate document, called Instructions for the Thesis Assessment Board Spatial Engineering (TAB-SE) which will become available via the Faculty ITC Intranet.
- 8) All members of the Thesis Assessment Board read and assess the quality of the Thesis as an ordered, logical and critical exposition of research work in the approved field. The oral test can take place if the following conditions are met:
 - i. A minimum of three members of the Thesis Assessment Board are present.
 - ii. At least one of the supervisors is present.
 - iii. At the start of the exam, three written assessments (mark and justification) of the Thesis are available.

In case these conditions are not met, the Examination Board will, in agreement with the student, decide whether the oral test will take place and with which Thesis Assessment Board composition.

These members of the Thesis Assessment Board will assess the Thesis and oral test on scientific scope and depth, scientific method, reporting, presentation and defence, and research process, and will decide on the mark.

- 9) On the basis of the MSc Research exam the Thesis Assessment Board takes one of the following decisions:
 - i. The student has passed the MSc Research exam. A single mark is given.
 - ii. The student has not passed the MSc Research exam. The Fail mark is given. The student may re-submit the Thesis for a new exam no later than one month from the day the decision on the Fail mark was communicated to the student.
- 10) No changes may be made in the Thesis after submission for the MSc Research exam, only an errata list may be added. Changes can only be made when the Thesis is to be re-examined by the Thesis Assessment Board.
- 11) Students who plan to re-submit their Thesis are not allowed to receive supervision. The second opportunity of the MSc Research exam is on the basis of Completed/Fail and thus the maximum mark obtained of the second opportunity is 6. In any circumstance, it is not possible to have a third opportunity of the MSc Research exam.

7.4 FINAL EXAMINATION

- 1) At the end of the Master's programme, after receipt of the exam results of the Academic and Research phase exam, the Examination Board takes one of the following decisions:
 - i. That the Academic and Research phase exam and overall performance of the student in the Master's programme are satisfactory. The MSc Degree is awarded.
 - ii. That the MSc Research exam and overall performance of the student in the Master's programme are such that the MSc Degree is awarded Cum Laude.
 - iii. That the research work and/or overall performance in the Master's programme are not satisfactory. The MSc Degree is not awarded.
- 2) The criteria for the award of a MSc Degree are:
 - i. The average of all exams must be at least 6.00.
 - ii. No more than 12 EC worth of exams may have a mark below 6 and no mark below 5 is allowed.
 - iii. The Academic and Research phase exam in the Master's programme must have a mark of at least 6.
- 3) Only results of study units that are part of the formal curriculum of the Master's programme are included in the calculation of the average and counted for the number of marks below 6 and below 5. Therefore results of a study unit that is taken in addition to the formal curriculum or in exchange for a study unit of the formal curriculum for which exemption was given, will not be included. However, a study unit that was taken in exchange because of a reason other than exemption, is considered as part of the formal curriculum. The weight of an exam in the calculation of the average depends on the number of EC assigned to the study unit.
- 4) To be entitled to receive a MSc Degree Cum Laude the average of all exams must be 8.00 or above. The Academic and Research phase exam must have a mark of 9 or 10. No marks below 7 are allowed. A Cum Laude MSc Degree is only awarded after discussion by the Examination Board. In special cases, the Examination Board can deviate from the requirements for a Cum Laude MSc Degree.
- 5) Students who have made changes in the formal curriculum of their Master's programme (exemptions) that affect more than 20 EC study load are not entitled to receive a MSc Degree Cum Laude.
- 6) The Diploma and Diploma Supplement are issued only one time, it is possible to request a certified copy via the Faculty ITC website.

SECTION 8: ADDITIONAL RULES AND REGULATIONS FOR THE PGD COURSE

8.1 GENERAL

- 1) A student or group not completing the Final Assignment exam within the specified time is considered to have failed. Only in exceptional cases and for reasons beyond the control of the student/group (at the discretion of the Specialisation Coordinator), the student/group may request in writing for a new opportunity to meet the above requirements.

8.2 SUBMISSION OF THE FINAL ASSIGNMENT

- 1) The student/group must submit a well-organized copy of all digital files associated with the Final Assignment work, in accordance with the Faculty ITC data management policy, on the date of the Final Assignment exam or as specified by the Specialisation Coordinator.
- 2) Where the Final Assignment has been executed in groups or where individual Final Assignment work submitted has been executed in cooperation with others, the supervisor(s) must provide a written statement, indicating the part of the work that each student has done.

8.3 FINAL ASSIGNMENT EXAM

- 1) Students are assessed individually based on the report and the presentation of the Final Assignment.
- 2) The Specialisation Coordinator assigns a date for the Final Assignment exam and informs the student/group of this date at least two weeks in advance.
- 3) The criteria and procedure for the Final Assignment Exam are drawn up in a separate document, called Instructions for the Final Assignment Assessment Board (FAAB) which is available via the ITC Intranet.
- 4) For the Final Assignment exam, the Specialisation Coordinator nominates and the Examination Board appoints a separate Final Assignment Assessment Board (FAAB) for each student. The FAAB is, via the Programme Manager, accountable to the Examination Board.
 - i. Each Final Assignment Assessment Board has two or three staff members. At least one of the supervisors should be part of the FAAB.
 - ii. No more than one FAAB member does not hold a PhD Degree and at least one staff member has to have been involved in the supervision during the execution of the Final Assignment. One Examiner is asked as chair; this will not be (one of) the supervisor(s). In exceptional cases a new chair can be appointed from outside the FAAB.
 - iii. At least one supervisor should be present during the Final Assignment exam.
- 5) On the basis of the exam the Final Assignment Assessment Board takes one of the following decisions:
 - i. The student has passed the Final Assignment exam. A single mark is given per student.
 - ii. The student has not passed the Final Assignment exam. The Fail mark is given. The student is allowed to re-submit the Final Assignment within 2.5 weeks. The second opportunity of the Final Assignment exam is on the basis of Completed/ Fail and thus the maximum mark obtained of the second opportunity is 6. In any circumstance, it is not possible to have a third opportunity of the Final Assignment exam.

8.4 FINAL EXAMINATION

- 1) At the end of the PGD course, after receipt of the results of the Final Assignment exam, the Examination Board takes one of the following decisions:
 - i. That the Final Assignment exam and overall performance of the student are satisfactory. The PGD Certificate is awarded.
 - ii. That the Final Assignment exam and overall performance of the student are such that the PGD Certificate is awarded Cum Laude.
 - iii. That the Final Assignment exam and/or overall performance are not satisfactory. The PGD Certificate is not awarded.
- 2) The criteria for the award of a PGD Certificate are:
 - i. The average of all exams must be at least 6.00.
 - ii. In the calculation of the average, the mark of the Final Assignment is weighed according to its study load.

- iii. No more than 12 EC worth of study units may have a mark below 6 and no mark below 5 is allowed.
 - iv. The Final Assignment exam must have a mark of at least 6.
- 3) Only results of modules that are part of the formal curriculum of the PGD course are included in the calculation of the average and counted for the number of marks below 6 and below 5. Therefore results of a study unit that is taken in addition to the formal curriculum or in exchange for a module of the formal curriculum for which exemption was given, will not be included. However, a module that was taken in exchange because of a reason other than exemption, is considered as part of the formal curriculum. The weight of an exam in the calculation of the average depends on the number of EC assigned to the study unit.
 - 4) To be entitled to receive a PGD Certificate Cum Laude the average of all exams must be 8.00 or above. The Final Assignment exam must have a mark of 9 or 10. No marks below 7 are allowed. A Cum Laude PGD Certificate is only awarded after discussion by the Examination Board. In special cases, the Examination Board can deviate from the requirements for a Cum Laude PGD Certificate.
 - 5) Students who have made changes in the formal curriculum of their PGD course (exemptions) that affect more than 15 EC are not entitled to receive a PGD Certificate Cum Laude.

8.5 PGD CERTIFICATE REQUIREMENTS

- 1) A PGD Certificate in Geo-information Science and Earth Observation is awarded to a student who has been officially admitted to a PGD course (as approved by the Dean) and has fulfilled the examination requirements of that course.
- 2) A PGD Certificate can also be awarded to a student who (1) has been officially admitted to a Master's programme but no longer qualifies for the MSc Degree, (2) has successfully completed Quartiles 1 to 3 inclusive, the Specialisation Course of Quartile 4 and Academic skills⁴ of the Master's programme (average of all module exam marks is at least 6.00, not more than 12 EC worth of study units of 5 and no study unit exam marks below 5), (3) has not received exemption for more than 25 EC worth of study units, and (4) has successfully completed a Final Assignment according to PGD course standards.
- 3) A partial Certificate is awarded to a student who (1) has been officially admitted to a PGD course but has not fulfilled all examination requirements for that course, and (2) who has fulfilled the exam requirements of at least one summative assessed study unit of that PGD course.
- 4) The Rules and Regulations for Certification in the Faculty ITC Educational Programmes are described in a separate document.
- 5) The PGD Certificate is issued only one time, it is possible to request a certified copy via the Faculty ITC website.

8.6 EXEMPTIONS

- 1) Exemption for a study unit can be given when the learning outcomes of this study unit were successfully completed by the student:
 - i. As part of another specialisation of the Faculty ITC PGD course;
 - ii. No longer ago than five years before the start of the PGD study.
- 2) At least 50% of the PGD course has to be taken to be eligible for the PGD Certificate. Therefore, exemption can be given for a maximum of 25 EC worth of study units of the PGD course.
- 3) Exemption can never be given for (part of) the Final Assignment.
- 4) Students from a Joint Education Programme who have successfully completed a pre-defined curriculum in the partner institute can be given direct admission to a later part of the PGD course at the Faculty ITC.

SECTION 9: ADDITIONAL RULES AND REGULATIONS FOR CREDIT BEARING SHORT COURSES

9.1 CERTIFICATION

The Rules and Regulations for Certification in the Faculty ITC Educational Programmes are described in a separate document.

9.2 BUILDING BLOCKS

Successfully completed exams of credit bearing short courses can be used as building blocks for obtaining an University of Twente PGD Certificate or MSc Degree, provided the student has been formally admitted to the PGD course or the Master's programme.

APPENDIX 1: EXAMINATION BOARD CALENDAR

This calendar offers an overview of the actions and decisions the Examination Board deals with during the academic year. Some of the topics are discussed in a meeting, others are dealt with via other means.

Quartile	Scheduling	Actions and decisions
Quartile 1/5	Half September	<ul style="list-style-type: none"> - M-GEO and M-SE: Approval of Thesis Assessment Boards for exams at the end of this quartile - M-GEO: Approval of Proposal Assessment Board for tests at the end of this quartile - Annual report EB to Dean – period 1 September to 1 September
	End of October	<ul style="list-style-type: none"> - Review marks of all Master's programmes study units to oversee trends, signal problems, and select study units for test screening - Review of the Rules of procedure Examination Board - Review test plans of the programmes - M-SE: Check if students can enter the Academic and Research phase
Quartile 2/6	Early November (no meeting)	<ul style="list-style-type: none"> - M-GEO: Requests/complaints MSc Research proposal presentations/ discontinuation with the research work and Thesis - M-SE: Requests/ complaints on admission to the Academic and Research phase
	End of November	<ul style="list-style-type: none"> - M-GEO and M-SE: Approval of Thesis Assessment Boards for exams at the end of this quartile - M-SE: Approval of Proposal Assessment Boards for tests at the end of this quartile - Approval of Examiners for Quartiles 3 and 4 of this academic year
Quartile 3/7	Early February (no meeting)	<ul style="list-style-type: none"> - M-SE: Requests/ complaints MSc Research proposal presentations/ discontinuation with the research work and Thesis
	Late February	<ul style="list-style-type: none"> - M-GEO programme 2017-2019: <ul style="list-style-type: none"> - Approval of Thesis Assessment Boards for exams early March, including those of Joint Education Programmes - Check on module marks of all Master's candidates
	Early March	<ul style="list-style-type: none"> - Discuss desired changes in the Education and Examination Regulations from Examination Board perspective and send this to the Programme Director - Discuss desired changes in the Rules and Regulations of the Examination Board - Discuss desired changes in the instructions for Proposal Assessment Boards, Thesis Assessment Boards and Final Assignment Assessment Boards (incl. IIRS) - M-GEO and M-SE: Approval of Thesis Assessment Boards for exams at the end of this quartile - M-GEO programme 2017-2019: <ul style="list-style-type: none"> - Decision on award of MSc Degrees - Requests and complaints MSc Research exams

Quartile	Examination Board Meeting	Agenda
Quartile 4/8	Early May	<ul style="list-style-type: none"> - Approval of draft Rules and Regulations EB - Approval of draft instructions for Proposal Assessment Boards, Thesis Assessment Boards, and Final Assignment Assessment Board (incl. IIRS) - PGD: Approval of Final Assignment Assessment Boards, including those of Joint Education Programmes - M-GEO and M-SE: Approval of Thesis Assessment Boards for exams at the end of this Quartile
	Late June	<ul style="list-style-type: none"> - M-GEO, M-SE and PGD: Check on marks and decision on award of MSc Degrees and PGD Certificates
	Early July (no meeting)	<ul style="list-style-type: none"> - M-GEO, M-SE and PGD: Requests/ complaints on MSc Research exams, Academic and Research phase exams and Final Assignment exams - M-GEO: Requests/ complaints admission to MSc Research
	Half August	<ul style="list-style-type: none"> - All programmes: Approval of Examiners for Quartiles 1 and 2 for the new academic year - Approval of: <ul style="list-style-type: none"> - Rules and Regulations Examination Board - Instructions for Proposal Assessment Board, Thesis Assessment Board, Final Assignment Assessment Board - M-GEO: Check if students can enter the MSc Research

On a continuous basis:

- Requests related to assessment of study units
- Requests for deviation of curriculum/ exemptions
- Non-structural issues.
- Approval of Proposal Assessment Boards, Thesis Assessment Board, Final Assignment Assessment Boards for individuals following a different time path

APPENDIX 2: RULES OF ORDER FOR WRITTEN TESTS

This appendix describes the rules of order for written tests taken at the Faculty ITC.

1. Students should be present in the room at least 5 minutes before the start time of the test. Students who present themselves only after the start of the test may be refused to enter the room.
2. Students may not leave the room during the first 30 minutes or the last 15 minutes of the official period of testing.
3. Students who did not enrol for the test do not have a right to take part.
4. Students should be able to identify themselves during the test. They might be asked to place their student card (or, failing that, a certified ID¹) visibly on the table.
5. A bathroom visit is only permitted if approved by the test supervisor. Only one person at a time may be given permission. Where necessary and feasible, a test supervisor will accompany the student to the bathroom. Bathroom visits will not be permitted during the first 30 minutes and last 15 minutes of the test.
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 test. If there is no such designated area, all students should place their bags and coats under their table.
7. Mobile phones and other (communication) devices must be switched off.
8. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the Examiner. Fraudulent use of these resources will be considered attempted fraud and will be reported to the Examination Board.
9. Students are not allowed to communicate directly or indirectly with others during the test. Any violation of this will be considered attempted fraud and will be reported to the Examination Board.
10. Students should follow any additional rules and procedures announced by the test supervisor. Any failure to do so will be reported to the Examination Board.

¹ 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

APPENDIX 3: PROCEDURE FOR TAKING TESTS AT A DISTANCE VIA THE COMPUTER

To guarantee the authenticity of the assessment for tests taken at a distance via the computer the following measures are strongly proposed to be implemented:

- Let students make the test or assignment behind their computer with the webcam on.
- Use the Respondus LockDown Browser software (or equivalent software) to prevent fraud during the test.
- Use both audio and video in the tests, for instance a virtual classroom presentation or an oral test.
- Include an oral test which consists of follow up questions on the learning activities the students perform during the course. This effort enhances the guarantee of the authenticity of the assessment by trying to relate the student as much as possible with his/her own activities. It does not lead to a mark, it is just to ensure authenticity.
- For all tests the students have to provide proof of identity by showing their passport or other identity proving document via the webcam.
- TeamViewer should be able to take over the computer of the student.