

Rules and Regulations of the Examining Board of the Joint Degree Master programme Msc Water Technology

Introduction

According to Article 7.12b of the WHW (Higher Education and Research Act), an Examining Board establishes *rules* concerning its tasks and authorities that have been legally allocated and the *measures* that it can take in that regard. These rules must be compatible with the established Education and Examination Regulations of the joint degree programme Msc Water Technology.

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Chapter 1 Scope, definitions and authorities of the Examining Board

Article 1 Scope of the Rules and Regulations

These Rules and Regulations have been adopted by the Examining Board of the JD Water Technology and apply to the Joint Degree Master's programme in Water Technology (MWT).

Article 2 Definitions

For the purposes of these regulations, the subsequent terms are defined as follows:

1. *Final examination*: the final master's exam as referred to Article 7.3 section 3 of the WHW.
2. *Examining Board*: the board established under the Joint Agreement, as referred to in Article 7.12 of the WHW, which is responsible for issues regarding interim examinations and final exams of the Master programme MWT. The body that, in an objective and knowledgeable fashion, determines whether students comply with the conditions in the Education and Examination Regulations MWT with respect to the knowledge, understanding and skills that are necessary for obtaining a degree.
3. *Examiner*: the person appointed by the Examining Board to conduct interim examinations and determine their outcome.
4. *Education and Examination Regulations*: the MWT Education and Examination Regulations, as referred to in Article 7.13 WHW;
5. *Course guide*: document in which the Examiner provides course-specific information about the content, learning outcomes, how the students can achieve the learning outcomes and the testing method to determine whether the learning outcomes have been achieved.
6. *Interim examination*: an assessment of knowledge, understanding and skills relating to a course.
7. *Joint Agreement*: the agreement between Wageningen University, Groningen University, Twente University "Gemeenschappelijke Regeling Joint Degree Wetenschappelijke Master Water Technology (MWT) dated 14 October 2011" regarding the joint degree MWT offered by the three partner universities.
8. *Board*: the Board managing the programme according to Article 2 of the Joint Agreement being the Executive Board of Wageningen University and the Faculty Boards of Groningen University and Twente University.
9. *Partner Institutions*: the universities that are party to the Joint Agreement, being Wageningen University, Groningen University and Twente University.

Article 3 Tasks and authorities of the Examining Board

The Examining Board has the following tasks and authorities:

1. Education programme (curriculum) and final examination
 - a. approving the individual examination programme of the student;
 - b. determining whether a student or *extraneus* meets the conditions that have been established regarding the knowledge, understanding and skills that are required for passing the final examination;
 - c. granting a degree certificate and supplement, and issuing the declaration of passed interim examinations (Article 7.11 WHW);
 - d. deciding on a request for postponed graduation;
 - e. granting permission to a student to take a flexible programme (Article 7.3d WHW).
2. Interim examinations and exemptions
 - a. appointment of Examiners;
 - b. adopting guidelines and instructions to assess the results of interim examinations and final examinations;
 - c. granting exemptions for one more interim examinations;
 - d. establishing rules for the course of affairs during interim examinations;
 - e. making decisions and/or taking measures as a result of fraud committed by a student.
3. Other tasks and authorities

- a. adapting education and interim examinations for students with a disability;
- b. assuring the quality of the interim examinations and final examinations;
- c. executing the other tasks and authorities allocated to the Examining Boards that are described in the MWT Education and Examination Regulations;
- d. adopting and amending these Rules and Regulations;
- e. providing advice to the Board concerning the adoption, amendment or periodic assessment of the MWT Education and Examination Regulations;
- f. preparing an annual report about its activities for the Board.

Chapter 2 Final examinations and programmes

Article 4 Procedure for approving the individual examination programme

1. The individual examination programme for each student (Article 11 Education and Examination Regulations MWT) must be approved by the Examining Board.
2. Before the *Master's student* has completed 60 credits in his study programme (including possible exemptions), the student submits his individual examination programme for review to the Examining Board via the Wageningen University student information system (WU-SIS).
3. The Examining Board makes a decision within four weeks after the request has been submitted, or if the deadline falls on a scheduled holiday, within 14 days after the holiday. The Examining Board can postpone the decision for no more than 14 days. The student will be notified about the postponement before the expiration of the deadline referred to in the first sentence of this clause.
4. If the Examining Board has issued a negative decision, the student again consults with the study advisor to either adapt the argumentation and/or the examination subjects. A negative decision will be motivated by the Examining Board.
5. The student can request a change in an approved programme or in a programme that has been submitted for approval to the Examining Board via the WU-SIS by following the procedure described above. It is possible to request a change until the day before the last interim examination in an approved individual examination programme.

Article 5 Approval of a flexible programme

1. The Examining Board decides on a request for permission to follow a flexible programme.
2. The preconditions and procedure for requesting a flexible program and the corresponding criteria are specified in the regulation on Flexible Bachelor's and Master's programme Wageningen University: Wageningen UR > Education & Study programmes > Current students > Examining Boards under 'Flexible Programme'.

Article 6 Final examination: result, diploma, graduation ceremony

1. The Partner Institutions ascertain that a student has passed the final examination (in the MWT programme) as soon as passing marks for all subjects from the approved individual examination programme have been registered in SIS.
2. During a meeting of the Examining Board, it ratifies the automatically determined result of the final examination in accordance with clause 1.
3. As proof that the final examination has been passed, the Examining Board issues a degree certificate. This takes place after the university administration has declared that the procedural requirements for issuance have been met. The degree certificate is signed by the secretary and one other member of the Examining Board.
4. The final examination date is the date on which the last passing mark has been entered in the SIS, or if this date is later: the date of approval of the (amended) individual examination programme. The final examination date is also the date on the degree certificate.
5. During the academic year, there are 11 opportunities when a degree certificate can be awarded.

Article 7 Designation 'cum laude'

1. Students who have demonstrated exceptional competence in their final examination are awarded the designation 'cum laude' by the Examining Board. In that case, the designation 'cum laude' is placed on the degree certificate.
2. The Examining Board awards the designation 'cum laude' to a Master's final examination if all the following conditions are met:
 - a. the weighted average of all marks for interim examinations of the study units of the individual examination programme is – excluding the marks for the MSc thesis, the MSc internship or a second MSc thesis – at least 8.00,
 - b. the mark for the MSc thesis in the specialisation/major is at least 9.0,
 - c. the MSc internship or second MSc thesis, and an additional MSc thesis or MSc internship (if any), are assessed with a mark of at least 8.0.
3. Students who have been granted full or partial exemption for components of the approved individual examination programme on the basis of a study programme at a different institution for higher education are not eligible for the designation 'cum laude', unless the Examining Board decides otherwise.
4. The rules for the designation 'cum laude' apply without exception to the flexible programmes.
5. The Examining Board has the authority to deviate from the rules for awarding the designation 'cum laude'.

Chapter 3 Interim examinations: Examiners, assessment, result

Article 8 Appointing Examiners

1. The Examining Board appoints Examiners on the recommendation of the relevant chair group. The Examiners are responsible for giving interim examinations and determining the results.
2. The Examining Board has adopted the following requirements for designating candidates as an Examiner:
 - a. Examiner for courses (including the Academic Master Cluster - AMC)
 - Basic Qualification for Education (BKO) successfully completed, or other demonstrable experience in education, and
 - involvement with the course as contact person or lecturer
 - b. Examiner for thesis and internship
 - Doctoral degree or other demonstrable experience with the relevant subject matter, or a member of a Graduate School in the corresponding field.
3. The Examining Board ensures that the Examiners assess the interim examinations in accordance with the assessment policy and act in accordance with the MWT Education and Examination Regulations and these Rules and Regulations.

In cases where a specific interim examination is assessed by multiple Examiners, the Examining Board appoints a lead Examiner.
4. For each chair group, where possible, the same individual is appointed as Examiner for all theses to ensure that the theses are assessed in a similar fashion.

Article 9 Assessment of interim examinations, announcing results, inspection of the interim examinations

1. The interim examination is the assessment whether the student has met the requirements for passing the course (the learning outcomes).
2. The Examiner is responsible for the assessment of the interim examination.
3. For all study units (courses, AMC, theses and internships) the assessments are expressed as a mark on a scale from 1 to 10. In exceptional cases (for example for study units/courses consisting of a series of excursions) the Examining Board can give permission beforehand to assess the result with a testimonial (satisfactory/unsatisfactory).

4. Marks lower than 6 are rounded off to whole points. Marks higher than or equal to 6 are rounded off to half points.
5. A subject is passed if one of the following conditions is satisfied: the mark for the subject is at least 6 (after rounding off), a satisfactory testimonial is awarded or an exemption is granted.
6. The course guide describes possible partial interim examinations and how the results of these partial examinations determine the final result for the examination of the course. The results of partial interim examinations for a course are recorded by the Examiner in his or her own administration;
7. The thesis and internship are assessed by the Examiner and by the supervisor of the thesis or internship, who is appointed by the Examiner.
8. The Examiner is responsible for the timely registration and announcement of the results of an interim examination via the student information system (WUR-SIS), within the deadlines referred to in the Education and Examination Regulations.
9. The Examiner organises inspection of the interim examination during a consultation about the completed work according to the relevant guidelines laid down in the Education and Examination Regulations.

Article 10 Validity period of passed interim examinations

The validity period of the results of passed interim examinations and partial interim examinations is specified in the Education and Examination Regulations. Under exceptional circumstances, the Examining Board is authorised to extend the validity period at the request of the student.

Article 11 Retention period of assignments and completed interim examinations

1. The Examiner retains the interim examination assignments, the answer keys, the assessment strategy and the course guide for a period of two years from the date of the interim examination.
2. The Examiner retains the completed interim examinations and the internship reports for a period of two years from the date the results are announced.
3. The Examiner is responsible for ensuring that the MSc theses are permanently stored with the corresponding signed assessment forms and corresponding materials, if any. For the MSc thesis, this is done by uploading theses to the Thesis Online depot of the Wageningen University central library.

Chapter 4 Interim examinations: exemptions

Article 12 Exemptions: previously acquired knowledge, conscientious objections, dissection-free variant

1. If a student has previously acquired knowledge and competencies which are essentially equivalent with the learning outcomes of a subject that is part of the individual examination programme, the Examining Board, on a written request by the student, can grant an exemption from the interim examination. For this purpose, the Examining Board requests advice from the relevant Examiner.
2. For students transferring from an institution of higher education with which one of the Partner Institutions has a cooperation agreement, the Examining Board, if applicable, can grant an exemption by applying the grounds specified in the agreement of such Partner Institution with that institution.
3. The Examining Board can grant exemption from a mandatory practical assignment based on conscientious objections. The student requests such an exemption from the Examining Board at least two months before the practical assignment is scheduled. The Examining Board can determine that the student must complete a substitute practical assignment.
4. If a dissection-free variant exists for a course, the student can submit a request to the Examining Board to substitute the course in his individual examination programme with this variant. The conditions under which a request can be made for taking a dissection-free variant are described in the course guide for the relevant course.

Chapter 5 Interim examinations: course of affairs

Article 13 Monitoring of preconditions for taking interim examinations

The Examiner determines whether the preconditions (if any) for taking the interim examination have been met. The preconditions are specified in the Study Handbook or the course guide for the course.

Article 14 Examination method

1. The Study Handbook specifies for each course the examination method.
2. The Examiner is responsible for ensuring that the students understand the requirements for the interim examination in time. These requirements are listed in general terms in the Study Handbook and in greater detail in the course guide. The definitive subject matter for the interim examination will be announced no later than the beginning of the education period.
3. The Examiner is responsible for ensuring that the questions and assignments on the interim examination are clear, cover all the *learning outcomes* in a balanced fashion and do not go beyond the specified subject matter.
4. The magnitude of an interim examination must be such that the student has sufficient time to answer the questions. The duration of the interim examination will be announced beforehand in the schedule on www.wetsusacademy.nl.
5. In exceptional cases, the Examining Board can allow the student to take the interim examination in a different way than described in the Study Handbook and/or at a different time.

Article 15 Rules on the course of affairs during interim examinations, general aspects

1. The Examiner is responsible for keeping order during the interim examination.
2. An interim examination is given in writing or orally. A computer interim examination is a written examination.
3. To take the interim examination, the student must be present on time. A student who is not present on time will not be permitted to take the examination, unless the Examiner (or his replacement) decides otherwise.
4. During an interim examination, the student must be able to show identification: a WURcard in combination with a valid, legal proof of identity (passport, identity card or driver's license).
5. Students are required to follow the instructions of the Examining Board and/or the Examiner that are published before the interim examination is given, and the instructions that are provided during the examination itself.
6. If a student does not comply with the provisions in clauses 4 and 5 above, the Examiner or invigilator is authorised to exclude him from further participation in the relevant interim examination. In case of such exclusion no result from the interim examination will be determined. The Examiner reports this to the Examining Board.

Article 16 Supplementary provisions concerning the course of affairs related to written interim examinations

1. When taking written interim examinations, the surveillance protocol prepared by the Examining Boards of Wageningen University is applicable.
2. During a written interim examination, the Examiner can appoint an invigilator to replace him.
3. During each interim examination, the Examiner, or a member of staff with substantive expertise who is appointed for this purpose by the Examiner, must be accessible by telephone.
4. During an examination, students can have only the following items on their desks: the assignments, paper to work out the assignments, writing instruments (without a case) and a ruler. Only with permission of the examiner, the following items are also permitted: electronic calculator, literature or other study material.

5. The use of a mobile phone or other electronic communication devices is not allowed; such devices are also not allowed as a replacement for an electronic calculator.
6. The use of simple, non-explanatory dictionaries is permitted.
7. The use of handbooks, legislation or other sources during the interim examination is permitted only if this has been specified in the Study Handbook and/or the course guide. This permission must also be stated on the examination form.
8. Handbooks, dictionaries, or other reference sources must be free of notes and note sheets, unless these are explicitly permitted by the Examiner or invigilator. Students are obligated to show any materials they have in their possession to the Examiner or invigilator, and to hand over these materials if asked to do so.
9. Interim examinations taken on a computer must be taken on computers provided for that interim examination by Wetsus Academy.

Article 17 Supplementary provisions concerning the course of affairs related to oral interim examinations

1. In mutual consultation, the Examiner and student determine when the oral interim examination will be taken.
2. Before taking an oral interim examination, the Examining Board appoints next to a first also a second Examiner, who attends the interim examination.
3. In exceptional cases, the Examining Board can decide that the oral interim examination will not be taken in public.

Article 18 Supplementary provisions concerning written assignments

1. The Examiner checks written assignments for plagiarism.
2. To facilitate plagiarism monitoring, the Examiner can place certain requirements on the submission of the written assignments.

Chapter 6 Interim examinations: Fraud

Article 19 Fraud: definition and prohibition

1. Students are forbidden to commit fraud. If a student commits fraud, the Examining Board can take measures that are described in the law and in these regulations.
2. Fraud is defined as committing, or providing the opportunity to commit, the actions summarised in this clause:
 - a. participating in the interim examination without being entitled to do so,
 - b. during the interim examination, possessing or using books, syllabuses, notes or material, whether written, electronic or online, which are expressly prohibited according to the Study Handbook, the course guide or the present chapter of these regulations,
 - c. during the interim examination, cribbing or sharing information with other students or third parties, in any fashion whatsoever, inside or outside the examination room,
 - d. during the interim examination, impersonating someone else,
 - e. allowing yourself to be impersonated by someone else during the interim examination,
 - f. changing or exchanging the distributed question forms and/or answer forms with others,
 - g. before the date or time on which the interim examination is taken, to be in the possession or to take possession of the questions or assignments of the relevant interim examination,
 - h. committing any form of plagiarism, including copying, paraphrasing or translating the work of another author in a paper, thesis, or any other form of text that is part of education without indicating that this is a quotation and without correctly reporting the source,
 - i. during the interim examination, to have calculators, computers, mobile phones or devices with comparable functions, unless this is been explicitly permitted in advance by the Examiner,

- j. any fraudulent act or omission by or on behalf of the student that hampers or prevents a correct assessment of the knowledge, understanding and/or skills of the student.

Article 20 Procedure following detection of fraud, measures and sanctions

1. If fraud is detected during or with respect to an interim examination, or if there is serious suspicion of fraud, then the Examiner or the invigilator immediately informs the student concerned and makes a note on the work that is submitted by the student. In addition, the Examiner or invigilator confiscates any evidence of fraud. The student can continue to work on his or her interim examination.
2. As soon as possible after the interim examination during which fraud was detected, or, if the Examiner or invigilator was unable to immediately ascertain whether fraud has actually been committed, as soon as possible after suspected fraud was detected, the Examiner or invigilator will make a written report about the fraud. If the student concerned has refused to hand over possible evidence, then this is noted in the report. The Examiner submits this report to the Examining Board and can propose sanctions. The Examining Board gives the student the opportunity to submit written commentary on the report.
3. Depending on the severity of the fraud, including repeated fraud, the chair of the Examining Board can impose the following sanctions:
 - a. reprimand,
 - b. the decision that no result will be determined for the corresponding interim examination,
 - c. exclusion from the corresponding interim examination for no more than one year,
 - d. exclusion from the final examination for no more than one year,
 - e. exclusion from one or more interim examination periods and exclusion from practicals, theses and internships, or any other practical assignments during one or more educational periods,
 - f. during a period of no more than one year, suspending the assessment of papers, written reports or theses,
 - g. a combination of the above measures.In the context of group education, if the Examining Board ascertains group fraud, then the sanctions referred to in a-g above can be applied to all members of the group that has committed fraud.
4. If the Examining Board believes that serious fraud has been committed, it may propose that the Board terminates the enrolment of the student concerned. The Board then makes a decision.
5. The Examining Board informs the student(s) in writing about the sanction(s) that have been imposed, and keeps a copy of these documents in its archives.

Chapter 7 Adaptations for students with a disability or chronic illness

Article 21 Studying with a disability or chronic illness: adaptations

1. A student with a disability or chronic illness can request the Examining Board, acting on behalf of the Board, to adapt the interim examination to his situation or limitations and/or to take additional measures to allow the student to participate successfully in education.
2. The regulation 'Studying with a functional limitation describes the facilities and procedures. This regulation is part of the Student Charter, [http://www.wageningenur.nl/nl/Education-Programmes/Current-Students/Student Charter.htm](http://www.wageningenur.nl/nl/Education-Programmes/Current-Students/Student%20Charter.htm)

Chapter 8 Appointment and procedure of Examining Board, assessment policy

Article 22 Appointment and composition of the Examining Board

1. The Board has established an Examining Board for Water Technology. The members of the Examining Board and their contact information are listed on the Internet:
http://www.wageningenur.nl/nl/Education-Programmes/Current-Students/Examining_Boards.htm
The Examining Board has a chair, a secretary, a deputy secretary and one or more regular members.
2. Within the frameworks established by law, the Joint Agreement, the MWT Education and Examination Regulations and other regulations, the Examining Board operates professionally and independently. It performs all the tasks with which it is entrusted by law.
3. The Board appoints the members of the Examining Board to their function following nomination by the Examining Board. The Board can deviate from the nomination with a substantiated decision.
4. The members are appointed for a term of four years. The members can be reappointed.
5. Regarding the qualifications of the members and the composition of the Examining Board:
 - a. At least one member of the Examining Board must be associated as a lecturer with the study programme MWT.
 - b. From 1 September 2015: At least one member of the Examining Board must originate from outside the study programme MWT. This member can be employed outside one of the Partner Institutions.
 - c. Members of the Examining Board are highly knowledgeable about the study programme Water Technology. Members of the Examining Board are not a member of the Executive Board of one of the Partner Institutions or member of the Board or bear no financial responsibility otherwise within one of the Partner Institutions. Members of the Examining Board are not a member of a programme committee nor can they be a study advisor in the programme MWT.
 - d. Members of the Examining Board comply with the profile for their position.

Article 23 Meetings and procedures of the Examining Board

1. The Examining Board meets 4 times per year.
2. The meetings of the Examining Board are closed to the public. The members of the Examining Board each have an equal vote. Decisions are taken by a simple majority of the members present. Before decisions can be taken, a quorum of three members is required for the Examining Board. In case of a tied vote, a proposal is rejected. The Examining Board can invite external parties to attend a meeting. These parties do not have voting rights.
3. The Examining Board can decide to mandate its rightful competencies to the chairperson and/or secretary to the extent this is not in conflict with the Act or these regulations. The Examining Board records these mandates in writing and includes them in the annual report.
4. The Examining Board can request advice from experts inside or outside the Partner Institutions.
5. The Examining Board records all its decisions in writing – and where possible in the electronic system as well – and ensures that these decisions are placed in the Board archives. If a decision concerns a student, the Examining Board notifies the student about the decision.
6. For each academic year, the Examining Board formulates an annual plan.

Article 24 Quality assurance, assessment policy

1. To properly assure the quality of interim examinations and final examinations, the Examining Board follows the assessment policy prepared by the examining boards of Wageningen University. This assessment policy includes the following:
 - a. The method of testing whether the student has met the learning outcomes.
 - b. The procedures for testing in individual teaching methods.
 - c. The role of assessment strategies and assessment criteria in the examination per course.

- d. The supervision on these aspects by the Examiners and the Examining Board.
2. The Examining Board monitors compliance with the assessment policy and can give instructions to the Examiners – in line with the assessment policy – relating to the examination.
3. The Examining Board reviews whether its assessment policy is actually being implemented by doing the following:
 - a. monitoring whether *assessment strategies* have been prepared for all courses. The assessment strategies specify how the learning outcomes are covered by the tests,
 - b. evaluating the quality of the tests together with the Examiners based on the assessment strategy and the assessment criteria for each subject,
 - c. obtaining the opinions of students about the quality of testing and assessment by means of course evaluations,
 - d. monitoring whether assessment strategies are also part of the peer review of courses,
 - e. monitoring the quality of the thesis assessments,
 - f. consulting periodically with the Programme Director.

Chapter 9 Complaints and Appeal

Article 25 Right to submit complaints

All students (current, prospective or former students) or *extranei* are entitled to submit a complaint about the behaviour in a particular matter of a body, committee related to the joint degree programme or a person who is employed by a Partner Institution . The 'concerned party' can submit the complaint to the central digital desk '*de Faciliteit*' (faciliteit@wur.nl, see Article 27). Before the concerned party submits a complaint, he should try to reach an amicable solution, through mediation by a student counsellor.

Article 26 Right of appeal

1. A concerned party can appeal against all decisions referred to in Article 7.61 clause 1 WHW. These are primarily the following decisions:
 - a. all decisions of the Examining Board or the Examiner;
 - b. decisions based on the provisions in Article 7.29 of the WHW regarding the admission test Colloquium Doctum;
 - c. decisions of the Master's admission committee;
 - d. the decision to de-enrol a student or refuse re-enrolment based on a binding negative study advice.
2. The appeal must be submitted within six weeks after receipt of the decision to the Examination Appeals Board (CBE). For this purpose, the concerned party submits a notification of appeal to *de Faciliteit*.

Article 27 Procedure

The exact method for submitting a complaint or appeal to the *de Faciliteit* and the corresponding procedures are described in the Student Charter > Legal protection.

Chapter 10 Final provisions and implementation

Article 28 Changes

1. Changes to these Rules and Regulations are adopted by the Examining Board. The Examining Board follows the policy of the Examining Boards of Wageningen University as far as possible.
2. No changes are made that apply to the ongoing academic year, unless it can be reasonably assumed that the interests of the students will not be harmed as a result or the changes are necessary due to a statutory obligation.

Article 29 Publication

The Board and the Examining Board are responsible for suitable publication of these Rules and Regulations and any changes to them.

Article 30 Date of enactment

The Rules and Regulations were adopted on... by the Examining Board of MWT and have effect from 1 September 2014.