

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

Introduction

According to Article 7.12b, section 3, 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. These Rules and Regulations of the Examining board of the Joint Degree programme Master Water Technology (MWT) are solely issued in English.

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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 joint degree MSc Water Technology which board is established as provided in the Joint Agreement between Wageningen University, University of Groningen and University of Twente ("joint partner institutions"), and apply to the joint degree MSc programme Water Technology which has been included in the Central Registry for Higher Education (Centraal Register Hoger Onderwijs) in the name of the named partner

institutions. These Rules and Regulations apply for both the student and the extraneus. For purposes of readability only "student" will be mentioned.

Article 2. Definitions

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

1. *Final examination*: the final master's examination for the master's programme, as referred to in Article 7.3 section 3 of the WHW.
2. *Examining Board*: the board established by the joint partner institutions, as referred to in Article 7.12 of the WHW, which is responsible for the (interim) examinations of the programme.
3. *Examiner*: the person appointed by the Examining Board to conduct interim examinations and determine their outcome.
4. *Education and Examination Regulations*: the Education and Examination Regulations, as referred to in Article 7.13 WHW, of MWT;
5. *Joint Agreement*: the agreement between Wageningen University, University of Groningen and University of Twente "Gemeenschappelijke Regeling Joint Degree Wetenschappelijke Master Water Technology (MWT) d.d. 14 October 2011", regarding the joint degree MWT offered by the three joint partner institutions.
6. *Joint partner institutions*: Wageningen University, University of Groningen and University of Twente, being the universities that are party to the Joint Agreement.
7. *Study Handbook*: contains the part of the EER relating to the particular programmes and is available on [internet](#).
8. *Course guide*: a document provided by the examiner of a course giving information on content, learning outcomes, the way a student can reach the learning outcomes and the way the learning outcomes will be assessed.
9. *Interim examination*, (Dutch: *tentamen*,): an assessment of knowledge, understanding and skills relating to a course.
10. *Resit* (Dutch: *hertentamen*): an assessment of knowledge, understanding and skills relating to a course which the student takes after having failed to pass an interim examination or after having timely withdrawn from an interim examination.

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 the student 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 the 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 Education and Examination Regulations;
 - d. adopting and amending these Rules and Regulations;
 - e. providing advice to the joint partner institutions concerning the adoption, amendment or periodic assessment of the Education and Examination Regulations;
 - f. preparing an annual report about its activities for the joint partner institutions.

Chapter 2. Final examination and study programme

Article 4. Procedure for approving the individual examination programme

1. The individual examination programme for each student (Article 12 MWT Education and Examination Regulations) must be approved by the Examining Board.
2. Before the 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 student information system.
3. The Examining Board decides 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 programme. 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 student information system 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 programme and the corresponding criteria are specified in the regulation on [Flexible bachelor's and master's programmes Wageningen University & Research](#).

Article 6. Final examination: result, diploma, graduation ceremony

1. In the name of the joint partner institutions, The Programme Director ascertains that a student has passed the final examination as soon as passing marks for all subjects from the approved individual examination programme have been registered in the student information system.
2. During a meeting, the Examining Board ratifies the automatically determined result of the final examination.
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 student information system, 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. Every year In September a graduation ceremony is organized.

Article 7. Designation 'cum laude'

1. The student who has demonstrated exceptional competence in his final examination is awarded the designation 'cum laude' by the Examining Board. In that case, the designation 'cum laude' is placed on the degree certificate.
2. In any case, the Examining Board awards the designation 'cum laude' when all the following conditions are met:
 - a. the weighted average of all marks for interim examinations of all courses of the individual examination programme is – excluding the marks for the MSc thesis and, the MSc internship – at least 8.00; Only the first result of each interim examination counts and all interim examinations should be passed in the first time;
 - b. the mark for the MSc thesis in the specialisation/major is at least 9.0;
 - c. the mark for the MSc internship, is at least 8.0.
3. The student who has 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 is 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 flexible programmes.
5. The Examining Board has the authority to deviate from the rules for awarding the designation 'cum laude'.

Chapter 1. Interim examinations: Examiners, assessment, result

Article 8. Appointing Examiners

1. The Examining Board appoints Examiners on the recommendation of the Programme Director who seeks advice from the relevant chair group or graduate school. 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
 - i. Basic Qualification for Education (BKO) successfully completed, attending this training programme, or demonstrable experience in education, and
 - ii. involvement with the course as course coordinator or lecturer
 - b. Examiner for thesis and internship
 - i. Doctoral degree or other demonstrable experience with the relevant subject matter and 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 of Wageningen University and act in accordance with the 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/graduate or research school, 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 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, 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 description in the Study Handbook and or 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. This description may not be in conflict with the rules and information determined in the Study Handbook and/or EER. 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 at least two experts, one of which is the Examiner, as further described in the EER.
8. The Examiner is responsible for the timely registration and announcement of the results of an interim examination via the student information system, within the deadlines referred to in the Education and Examination Regulations.

9. The Examiner organizes 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.

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 theses are permanently stored with the corresponding signed assessment forms and (if applicable) corresponding materials by uploading the theses to the Thesis Online depot of the Wageningen University central library.

Chapter 2. Interim examinations: exemptions

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

1. If the 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 the student transferring from an institution of higher education with which Wageningen University has a cooperation agreement, the Examining Board, if applicable, can grant an exemption by applying the grounds specified in the agreement of Wageningen University 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.

Chapter 3. Interim examinations: course of affairs

Article 13. Monitoring of preconditions for taking interim examinations

The Examiner determines whether the preconditions (if applicable) 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 MWT interim examination's schedule which will be supplied yearly.
5. In exceptional cases, e.g. when the student would suffer unacceptable study delay due to circumstances for which he is reasonably not accountable for, the Examining Board can allow the student to take the interim examination in a different way than described in the Study Handbook and/or the course guide and/or at a different time. If applicable, the student must cancel his registration for the original interim examination.

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. The 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 WUR-card in combination with a valid, legal proof of identity (passport, identity card or driver's license).
5. The student is 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. The student has to cooperate and contribute to a quiet and orderly course of the examination.
6. If the student does not comply with the provisions in clauses 4 and 5 above, the Examiner or, on behalf of him, the invigilator is authorized to take appropriate measures and/or 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. Preferably the invigilator consults the examiner in advance about the measures to be taken. If this is not possible, the examiner has to confirm the measures taken afterwards. The Examiner reports such measures to the Examining Board immediately. These measures can be combined with measures taken in case of fraud, as described in articles 19 and 20 of these Rules and Regulations.

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

1. When taking written interim examinations, the surveillance protocol MWT prepared by the Examining Board MWT 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 may be 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. 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.

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

1. In mutual consultation, the first Examiner and the student determine when the oral interim examination will be taken.
2. Before taking an oral interim examination, the Examining Board appoints a second assessor, who attends the interim examination and can also participate in the interrogation. This Examiner and assessor will be announced to the student in advance.
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. A plagiarism scanner can be used. The student must comply to such control. If the student doesn't comply, the Examiner has the right to refuse to assess the assignment and to exclude the student from the course.
2. To facilitate plagiarism monitoring, the Examiner can place certain requirements on the submission of the written assignments.

Chapter 4. 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, possibly, if applicable, in combination with the measures mentioned in Article 15 section 6..

2. Fraud is defined as committing, or providing the opportunity to commit, the actions summarized 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 manuscript (text, figures, photo's, diagrams etc. included) 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 explicitly permitted in advance by the Examiner;
 - j. any fraudulent act or omission by or on behalf of the student that wholly or partially 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 interim examination unless in case of disturbance of order or refusal to follow up instructions of the Examiner by the student, as meant in Article 15 section 5, which gives reason to exclude the student from further participation as meant in Article 15 section 6.
2. Article 16 is also applicable and measures taken in case of fraud can be combined with measures taken on the basis of article 16.
3. 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 or to be heard.
4. Depending on the severity of the fraud, including repeated fraud, 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.
 5. In the context of group education, if the Examining Board ascertains group fraud, then the sanctions referred to in a-g in clause 4, can be applied to all members of the group that has committed fraud.
 6. If the Examining Board imposed a sanction sentenced for serious fraud, and, moreover, is of the opinion that the seriousness of the fraud will justify, it may propose that the Executive Board terminates the enrolment of the student concerned. The Executive Board then decides.
 7. The Examining Board informs the student in writing about the sanction(s) that have been imposed, and keeps a copy of these documents in its archives.

Chapter 5. Adaptations for students with a disability or chronic illness

Article 21. Studying with a disability or chronic illness: adaptations

1. The student with a disability or chronic illness can request the Examining Board, acting on behalf of the Executive 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.

Chapter 6. Appointment and operating procedures of the Examining Board, assessment policy

Article 22. Appointment and composition of the Examining Board

1. The joint partner institutions have established an Examining Board for the joint degree programme MWT. The Examining Board has a chair, a secretary, a deputy secretary and one regular member.
2. Within the frameworks established by law, the Collaboration Agreement regarding the establishment of the joint degree programme MWT, the 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. As provided in article 6 of the Collaboration Agreement, the joint partner institutions appoint the members of the Examining Board to their function Rules and Regulations of the Examining Board MWT as from 1 September 2018

following nomination by the Examining Board. The joint partner institutions 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 two times.
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 one of the study programmes governed by the Examining Board);
 - b. at least one member of the Examining Board must originate from outside the study programme. This member can be employed outside one of the partner institutions;
 - c. members of the Examining Board are highly knowledgeable about the study programme;
 - d. members of the Examining Board are not a member of the Executive Board or Faculty Board of one of the partner institutions, nor bear any financial responsibility otherwise within the partner institutions. Members of the Examining Board are not a member of the MWT programme committee nor can they be a study advisor for MWT;
 - e. members of the Examining Board comply with the profile for their position.

Article 23. Meetings and operation procedures of the Examining Board

1. The Examining Board meets at least 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. 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 WHW 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 Wageningen University, University of Groningen or University of Twente.
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.
7. The Examining Board reports yearly to the MWT Programme Board. The annual report addresses the realisation of the annual plan of the Examining Board and the other topics that must be included in the report according to the agreements with the joint partner institutions.

Article 24. Quality assurance, assessment policy

1. To properly assure the quality of interim examinations and final examinations, the Examining Board follows the guidelines and instructions for assessment that are adopted by the joint Examining Boards of Wageningen University. These guidelines and instructions include 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 guidelines and instructions and can give instructions to the Examiners – in line with the guidelines and instructions – relating to the examination.
 3. The Examining Board reviews whether the guidelines and instructions of the joint partner institutions are 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 7. Complaints and Appeal

Article 25. Right to submit complaints

The student (current, prospective or former student) is entitled to submit a complaint about the behaviour in a particular matter of a body, committee or department or faculty of one of the partner institutions or a person who is employed by one of the partner institutions. The 'concerned party' can submit the complaint to the central digital desk 'de Faciliteit' of Wageningen University (faciliteit@wur.nl, see Article 27). Before the concerned party submits a complaint, he should try to reach an amicable solution by himself or if required by the student, 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 admission committees;
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' of Wageningen University.

Article 27. Procedure

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

Chapter 8. Final provisions and implementation

Article 28. Changes

1. Changes to these Rules and Regulations are adopted by the Examining Board of MWT.
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 joint partner institutions 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 1 October 2018 by the Examining Board of MWT and come into effect on 1 September 2018.