

## Rules of Procedure of the Examination Board of ITC Master's Programmes

### 1. General

- 1.1 These Rules of Procedure are established by the Examination Board of ITC Master's Programmes (EB) and approved on .
- 1.2 The EB will evaluate and update this document at least every two years.

### 2. Composition and appointment of the Examination Board

- 2.1 The EB has five members. Members are appointed on the basis of expertise in the field of the different courses, involvement as lecturer/supervisor in the different courses and based on expertise in assessment. One member is an external member, not being an ITC staff member.
- 2.2 The members of the EB are appointed by the Dean conform the Faculty regulations.
- 2.3 The EB is assisted by an executive secretary and a secretary.
- 2.4 The composition of the EB is published on internet.

### 3. Tasks and responsibilities of the Examination Board

The EB has to decide in an objective and professional way whether a student has all knowledge, skills and attitudes that are defined in the EER and the Rules and Regulations of the Examination Board of ITC Master's programmes or award of the Diploma of degree courses and Certificates of Certificate courses. The EB has a say and is involved in all aspects of assessment from policy on assessment via appointment of assessors to the decision about requests related to assessment.

#### Certification Committee

As subcommittee of the EB, the Certification Committee reviews and updates the Rules and Regulations for Certification of ITC Master's programmes and Courses; ensures compliance with UT regulations, and develops and maintains the working procedures for the execution of the certification documents. The members of the Certification Committee are appointed by the Dean.

### 4. Additional tasks and responsibilities of the chair and members

- 4.1 The Dean has appointed the chair of the EB. The EB elects the vice-chair to replace the chair in his or her absence. When both the chair and vice-chair are absent, one of the other EB members will be acting vice-chair, the longest sitting member first.
- 4.2 The tasks of the chair are:
  - (i) Contact person of EB, for both the Dean and staff and students;
  - (ii) Chair the EB meetings;
  - (iii) Decide who of the EB will investigate a request and prepare a draft decision for approval by the other EB members;
  - (iv) Participate in university level meetings with other Examination Board chairs.
- 4.3 The EB can decide to mandate specific tasks and responsibilities to the chair, another member or secretaries (see points 5 and 6).

### 5. Tasks and responsibilities of the administrative secretary

The secretary:

- (i) Prepares the EB meetings (in consultation with the chair and the executive secretary);
- (ii) Decides on urgency of incoming correspondence (if necessary in consultation with chair or executive secretary);

- (iii) Makes minutes of EB meetings;
- (iv) Monitors the follow-up on decisions and action points of the EB;
- (v) Stores and archives all relevant documents.

## **6. Tasks and responsibilities of the executive secretary**

The executive secretary:

- (i) May advise the EB on all matters;
- (ii) May submit agenda items;
- (iii) Prepares documents for the EB, both on request of the EB and on own initiative;
- (iv) Executes EB decisions on request of the EB.

## **7. Meetings**

- 7.1 The EB meets at least eight times per year.
- 7.2 Meetings are scheduled about once per month. The EB works with an annual cycle that gives an indication what will be dealt with in which meeting. The annual cycle can be found in Appendix 1 of the Rules and Regulations of the Examination Board for ITC Master's programmes, which is published on the website of the Faculty ITC.
- 7.3 The meetings and minutes of the EB are closed.

## **8. Decisions in meetings**

- 8.1 Decisions will be 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.
- 8.2 In principle decisions are taken by all members together. In case a member cannot attend a meeting, he or she may communicate his opinion or vote before the meeting.
- 8.3 For important decisions all EB members must be involved. If this is not possible, the decision will be postponed once to the next EB meeting.
- 8.4 In case of less important decisions or when (further) postponement is not possible two members (chair plus one member) or three members (when the chair cannot participate) can take the decision.

## **9. Decisions between meetings**

- 9.1 For urgent matters that cannot wait until the next scheduled EB meeting either an extra EB meeting can be planned or a discussion takes place through e-mail or the chair takes the decision. The chair decides which option is chosen.
- 9.2 Decisions taken by the chair are copied to all EB members. In the next EB meeting these decisions can be discussed and may lead to guidelines for the chair how to handle similar cases in the future.

## **10. Requests from students or staff**

- 10.1 Students' requests are handled as described in the Education and Examination Regulations and the Rules and Regulations of the Examination Board of ITC Master's programmes.
- 10.2 Requests from staff, with clear grounds and relevant documents, should be addressed in writing to the chair of the EB.
- 10.3 The chair will ask one member of the EB to investigate the request, which may include hearing of all relevant parties and collecting additional documentation. This member communicates the draft decision to the other members for approval. Requests from staff are dealt with in line with the urgency of the request and the annual cycle of the EB.
- 10.4 The secretary of the EB will inform the staff member that the request is received and give an indication when an answer can be expected.

- 10.5 Decisions of the EB on the request will always be communicated in writing to the person(s) that submitted the request. Oral explanation might be added. The Programme Director, the Programme Manager and the mentor receive a copy of the decision. If considered necessary, the EB informs other involved parties on the decision.
- 10.6 When the EB rejects a request from a student related to a decision taken by a staff member or assessment board, the EB will mention in its written decision the option of appeal at the University of Twente: the central complaint desk for students that will forward the appeal to the CBE (College van Beroep voor de Examen - appeals board for examinations).

### **11. Communication from EB**

- 11.1 The annual cycle of EB meetings is published in the Rules and Regulations of the Examination Board of ITC Master's programmes on the website of the Faculty ITC.
- 11.2 Decisions and advice of the EB on incoming correspondence will always be communicated in writing through an e-mail from one of the members or (executive) secretary of the EB on behalf of the EB; all letters and e-mails will be sent with a copy to the Examination Board e-mail box.
- 11.3 The EB reports to the Dean once per year.

### **12. Independence EB members**

- 12.1 The EB is independent and EB members act independently. EB members cannot be a Programme Director, a Programme Manager, or a member of the Faculty Board.
- 12.2 An EB member will not participate in the discussion or decision-making on issues in which he or she is one of the directly involved parties. In cases where an EB member is less directly involved (own group or direct colleague is involved), he or she may decide not to participate in the decision making.

### **13. Storing and archiving**

- 13.1 The secretary will file all agendas, documents and minutes of meetings, all incoming and outgoing correspondence as well as the examination register per calendar year, appendices 2 of TAB instructions, the register of plagiarism, and all other relevant documents in the document management system JOIN. The documents are stored according to the current regulation 'Archiefbeheer UT'.
- 13.2 Only EB members and administrative staff supporting the EB have access to the EB files.