

RULES AND GUIDELINES BOARD OF EXAMINERS

2019-2020

**under Article 7.12b of
the Higher Education and Research Act (WHW)**

BACHELOR OF SCIENCE APPLIED EARTH SCIENCES

These Rules and Regulations apply to the academic year 2019-2020

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Abbreviations used

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| R&G | Rules and Guidelines of the Board of examiners (in Dutch: Regels en Richtlijnen van de examencommissie); |
| TER | Teaching and Examination Regulations (in Dutch: OER, Onderwijs en Examenreglement); |
| WHW | Higher Education and Research Act (in Dutch: Wet op het Hoger en Wetenschappelijk Onderwijs); |
| UTQ | University teaching qualification (BKO in Dutch). |

General

Article 1 Scope of applicability

The rules as referred to in Article 7.12b, third paragraph, of the WHW are set by the Board of Examiners and are referred to as the Rules and Guidelines of the Board of Examiners (R&G).

These Rules and Guidelines govern the Civil Engineering Master's degree programme and the Applied Earth Sciences Master's degree programme of Delft University of Technology, referred to below as the 'Programme(s)'.

These rules and regulations apply to anyone who is following the aforementioned programme(s) in this academic year, regardless of when the programme was started.

Article 2 Definition of terms

Applicable are the definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act (WHW) and Article 2 of the Teaching and Examination Regulations of the Applied Earth Sciences Bachelor's degree programme.

Article 3 The Board of Examiners' working method

1. In principle, the Board of Examiners meets once a month.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Secretary to the Board of Examiners is charged with the day-to-day affairs of the Board of Examiners and can be mandated to make standard decisions on the basis of the R&G, the TER with its annexes and formulated policy.
4. The members of the Board of Examiners decide jointly who of them shall deputise for the chairperson during his or her absence.
5. The meetings are not public.
6. In the event that a student submits an application or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned will have no involvement in the handling of the application or complaint and will temporarily absent himself or herself from the meeting.
7. Regarding the matters discussed at meetings, minutes will be drawn up.
8. Every year, in accordance with article 7.12b, section 5 of the WHW, the Board of Examiners compiles a report on its activities in the previous academic year and sends this report to the Dean.

Article 4 Decisions taken by the Board of Examiners

1. The Board of Examiners' rulings are based on a simple majority vote.
2. If the votes are equally divided, the chairperson of the Board of Examiners will have a casting vote unless the votes were cast by ballot.
3. If votes cast by ballot are equally divided, then a second vote by ballot will be held; if the votes are once again equally divided, the proposal being voted upon will be rejected.

Article 5 Appointment of examiners, external examiners and ad hoc committees

1. The Board of Examiners will appoint all examiners of the programme before the start of each academic year and furthermore as often as necessary.
2. As examiners only professors, associate professors, assistant professors (including tenure trackers) and lecturers of TU Delft can be appointed. Examiners must have obtained a university teaching qualification (UTQ) or equivalent, an exemption for the UTQ, or are in the process of obtaining the UTQ.
3. In special cases, a deviation from the requirements in section 2 of this article is permitted. A motivated request has to be put forward to the Board of Examiners.
4. The Board of Examiners may appoint experts from outside the institution as examiners. Such appointments shall be made for a maximum period of two years, with the possibility of extending this period for a maximum of 2 years each time.
5. The Board of Examiners can set up *ad hoc* committees, including assessment committees as referred to in Article 23.

Article 6 Guiding standards for decision making

The Board of Examiners or the examiner will use the following standards as a guideline when making decisions and will weigh the various standards against each other in the event of any inconsistency:

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
- b. expedience, with the goal of limiting study delays of students who are making good progress in their studies;
- c. leniency with respect to students who are experiencing or have experienced a study delay due to circumstances that are beyond their control.

Article 7a Fraud¹

1. Fraud is taken to mean any act or omission by a student (consciously or unconsciously, intentionally or unintentionally) that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes, but is not limited, to:
 - a. plagiarism, defined as all cases in which a student implies that the work in question is his or her own when this is not the case, such as copying the work of others and presenting it as one's own through deliberate deception or through carelessness or inadequate references;
 - b. getting someone else to take the examination or impersonating someone else during an examination;
 - c. being in possession, during an examination, of aids (digital or otherwise) like any notes, a pre-programmed calculator, mobile phone, smart devices, book, syllabus or notes in books for an open-book examination, the use of which has not been explicitly permitted;
 - d. looking at the work of others during an examination or exchanging information or materials inside or outside the room where the examination is taking place;
 - e. being in illegal possession of the questions of an examination before the date or time on which the examination is due to be held.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If the Board of Examiners receives a complaint relating to fraud about a student who is enrolled in a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. In the case of fraud committed in group work involving students from different study programmes, the Boards of Examiners concerned will together agree which Board of Examiners will handle the complaint. The Board of Examiners dealing with the complaint will keep the other Board or Boards informed of the outcome.
3. If fraud is discovered or suspected during an examination, the examiner or invigilator will immediately inform the student in question and record the incident in a written report as quickly as possible. The written report will be added to the student's completed examination after the examination has ended. The examiner or the invigilator can ask the student to make any relevant evidence available. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
4. If fraud is discovered or suspected other than during an examination, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
5. If fraud is discovered or suspected, the Board of Examiners, the examiner, and the invigilator are authorised to obtain information from employees or parts of the organisation that could be used as evidence.
6. The Board of Examiners will give the student an opportunity to comment in writing on the report that was prepared by the examiner or invigilator.
7. In the event of fraud, the Board of Examiners will decide that no mark will be awarded to the student for the examination in question or assessment given for the practical exercise, apart from exceptional cases. In addition, it may impose the following sanctions, depending on the gravity of the fraud and any repeated incidents:
 - a. reprimand;
 - b. exclusion from the examination or practical in question for a maximum period of one year;
 - c. exclusion from one or more examination periods for a maximum period of one year; or
 - d. a combination of the measures listed above.In the event of serious fraud or repeated fraud, the Board of Examiners is entitled to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated. Serious fraud as referred to in Article 7.12b WHW is in any case understood to mean fraud as referred to in this article under 1a and 1b.
8. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may decide that no mark will be awarded to every group member and impose one of the sanctions referred to in section 7 of this article, points a to d, upon every group member.

¹ Please also refer to <https://www.tudelft.nl/en/student/legal-position/fraud-plagiarism/>

9. The Board of Examiners will only take a decision as described in section 7 of this article after the student(s) in question has/have been given the opportunity of being heard.

Article 7b Disciplinary measure in the event of an irregularity or suspected irregularity

1. Prior to, during or after an examination, the Board of Examiners may decide that the examination must be taken in a different way or (re)taken at a different time in the event of any irregularity or if there are reasonable grounds for suspecting an irregularity, such as:
 - large-scale or organised fraud that renders the examination results untrustworthy and if it is not (yet) possible to determine which individual students are involved;
 - a technical failure during the examination that renders the results untrustworthy.
2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination in question invalid for all participants. The examination must then be retaken. In this case the Board of Examiners will set a new examination date as soon as possible.

Article 7c Plagiarism scan

1. The examiner or assessment committee checks written (graduation) work for plagiarism. A plagiarism scanner may be used for this purpose.
2. To facilitate plagiarism checks, the examiner or assessment committee may set requirements for the way in which a written assignment must be submitted.

Article 8 Time limits for requests

1. Requests to the Board of Examiners should be submitted twelve working days before the meeting.
2. The Board of Examiners will render a decision with respect to a request within 14 working days after this request has been processed at the Board's meeting or, if the request is submitted during an academic holiday or within a period of three weeks prior to an academic holiday, within 40 working days after the end of that holiday.

Stating the reasons, the Board of Examiners may postpone taking a decision for a maximum period of 10 working days. The requester will be informed in writing of any postponement before the end of the period referred to in the first sentence.

MSc programme

Article 9a Drawing up the degree programme

1. Students must draw up their degree programme following the requirements laid down in the annex of the Teaching and Examination Regulations for that programme. If the examination programme deviates from these Regulations, the programme must also be presented to the Board of Examiners for final approval, with a motivation for the deviation from these Regulations.
2. The decision whether a student has met all the requirements for the degree is made by a member of the Board of Examiners and the secretary to the Board of Examiners. In case of doubt the Board of Examiners will decide.
3. The approval of free minors is mandated to designated coordinators.

Article 9b Registering for degree audit and applying for degree certificate

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 20 working days before the intended date of graduation (date of presentation) in question is to be held.
2. The student must submit the final study programme to the Student Administration no later than the day on which the period referred to in section 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than five working days before the intended date of graduation.
4. The Student Administration has the possibility of putting a student forward for the degree audit if it has established that the student has met all the obligations for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Administration will drop its intention when the student indicates within the specified period that he/she wishes to improve a result or wishes to supplement his/her examination programme. In that case, the student will have the opportunity to do so the rest of the current academic year.

Examinations

Article 10 Administering examinations

1. In special cases, the Board of Examiners may allow a student to take an examination in a different form or time than stipulated in the study guide. The request for this must be substantiated by the student and/or lecturer.
2. A student's registration will be confirmed on behalf of the Board of Examiners during written or oral examinations.

Article 11 Remote examination

1. A written examination may be held elsewhere, but only through on-site surveillance and:
 - a. with the permission of the Board of Examiners if it concerns a one-off request owing to exceptional circumstances; and
 - b. the student must register for the examination via the normal procedure.
2. The location and the time schedule of remote examinations will be decided by the Board of Examiners. If the local time for the start of an examination is before 7:00 in the morning or after 23:00 at night, the Board of Examiners may alter the start time, but with as little change from the originally designated start time as possible, and may also take measures to prevent the examination questions to become known to students who have not yet taken the examination in question.

Article 12 Questions and assignments

1. The questions and assignments in an examination will not cover material that is not part of the sources. These sources will be generally made known before commencement of the coursework that prepares students for the examination. The exact scope of the material will be finalised no later than one month before the examination is taken.
2. The questions and assignments contained in an examination are to be a well-balanced representation of the study materials.
3. The examination will test all learning objectives in terms of level, content, and form.
4. The questions and assignments will be clear and unambiguous. The instructions regarding the weighting of the questions and assignments will also be clear and unambiguous, and formulated in such a way that students should be able to understand how extensive and detailed their answers should be.
5. The content of the examination will be such that students can be reasonably expected to have sufficient time to answer the questions.

Article 13 Procedure during examinations

1. The examiner will ensure that invigilators are appointed for an examination who will supervise the examination on behalf of and under the responsibility of the Board of Examiners to ensure that the examination proceeds properly. The invigilators will observe the Rules of Procedure for Examinations (*Reglement van Orde bij Toetsen*), which are available in every examination room.
2. Students may only gain access to an examination room if:
 - a. they can show a valid identity document. Acceptable identity documents are a campus card, passport, identity card, or driving licence; and
 - b. they can show a valid examination ticket or appear on the list of examinees.
3. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination or are given during the examination or immediately afterwards.
4. Any student who does not comply with the provisions laid down in or pursuant to sections 2 and 3 of this article may be excluded from further participation by the Board of Examiners or the examiner. In these cases no mark will be recorded for the examination.
5. Examination paper and scrap paper will be provided. Students must write down their name on *all* papers. Only work written on official examination paper will be assessed. Students must bring their own writing and drawing materials.
6. During examinations, students are not allowed to use or have available any aids such as pre-programmed calculators, computers, mobile telephones, smart devices or other devices with similar functions unless the

- examiner has decided otherwise and this is announced on the virtual learning environment (Brightspace) ultimately one month before the exam.²
7. During an examination students may not possess or consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
 8. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
 9. Students may not take the examination assignments when leaving the examination room after the examination has ended unless the examiner has decided otherwise.
 10. Students are not allowed to gain access to the examination room more than 30 minutes after the scheduled start of the examination.
 11. Student are not permitted to leave the examination room within 30 minutes after an examination officially starts. After 30 minutes, students may be given permission to temporarily leave and re-enter the examination room in urgent cases only and under the supervision of an invigilator. No more than one student may be absent at any given time.
 12. Before the student's final departure from the examination room, the student must hand in the examination work to the examiner or invigilator.

Article 14 Assessment

1. In case there is no or more than one responsible lecturer for a course, the Board of Examiners will appoint an examiner who will have primary responsibility. The examiner with primary responsibility determines the grade. If for a course 10 credits or more can be obtained the assessment must be made by two persons.
2. The assessment method, including the weighing of components, should make clear to the student how the result was reached.
3. Written examinations will be assessed on the basis of model answers.
4. A result will be indicated either by a V (= Voldaan - pass), an O (= Onvoldoende - fail) or VR (= VRijstelling - exemption), or by a mark (number).
5. A final mark for a subject will be expressed in a whole mark, a half mark, or in a mark with one decimal. The meaning of the marks is as follows:

| | |
|------------|----------------------|
| 9.5 – 10.0 | excellent |
| 8.5 – 9.0 | very good |
| 7.5 – 8.0 | good |
| 6.5 – 7.0 | more than sufficient |
| 6.0 | sufficient |
| 4.5 – 5.5 | insufficient |
| 3.5 – 4.0 | poor |
| 1.0 – 3.0 | very poor |
6. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
7. If an examination consists of more than one component, the course description in the study guide will indicate how the final mark will be determined.
 - The mark for each component will be expressed in decimals. Hundredths greater than or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
 - A final grade is only given if all partial examinations and practical exercises are assessed with a 5.0 or higher. In the course description in the study guide this limit can be raised up to 6.0.
8. Final marks earned in another degree programme at TU Delft or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. However, for final marks earned abroad, the result will be a V (pass) or O (fail). The provisions of Article 28 apply to final marks that are earned abroad. The rules for joint degree programmes may deviate.
9. If more than one result is earned for a subject, the highest result that has been earned will be valid.
10. If a student is able to demonstrate that submitted examination work has been lost as a result of act or omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

² The permitted graphing calculators are:

- Casio FX-9750GII, FX-9860GII of FX-9860GII SD, CG20
- Hewlett Packard 39GII
- Sharp EL 9900
- Texas Instruments 83 plus, 84 plus silver edition of 84 plus C silver edition
- Texas Instruments TI-Nspire CX, only the version without CAS (the TI-Nspire CAS is not permitted). Texas Instruments also provides an externally mounted cradle which permits communication with an external computer. This cradle is not permitted.

Older types are also permitted, but it is possible that some assignments cannot be answered or are more difficult to answer using them.

Article 15 Registering results

1. The examiner records the results of an examination in the educational registration program (Osiris), including the date on which the examination was held or, in the case of an assignment, the assignment was completed.
2. The examiner may determine the latest date by which an assignment must be completed, such as the date on which a report must be handed in.

Article 16 Retention of work and results

1. Due to the possibility of appeals proceedings, student work (as well as the relevant assessment) that has been assessed, with the exception of three-dimensional physical objects, must be retained for at least two years after the date of the exam. Three-dimensional physical objects must be retained by the examiner for at least six weeks after the results have been published.
2. By way of derogation of section 1 of this article, and in connection with the re-accreditation of degree programmes successfully completed degree audits and the related assessment forms must be retained for at least seven years.
3. In the event that no result has been published, the period referred to in section 1 of this article will commence on the date on which the exam is held.
4. The results of exams will be retained by the Student Administration for a period of at least 10 years.

Exemption

Article 17 Application procedure for exemption

An application for an exemption from all or part of a course must be submitted to the Board of Examiners in writing, stating the reasons for the exemption request, together with any documentary evidence. The student must attach the recommendation of the examiner concerned to the application.

Article 18 Official date of an exemption

The official date of an exemption will be the date on which the Board of Examiners grants the exemption.

Article 19

Cancelled (transferred to annex TER)

Article 20

Cancelled (transferred to annex TER)

Article 21

Cancelled (transferred to annex TER)

Bachelor's thesis project

Article 22

Not applicable.

Article 23 Composition of assessment committee Bachelor's thesis project

1. For the supervision and assessment of the Bachelor's final project, a committee is set up by or on behalf of the Board of Examiners consisting of at least two examiners. At least two members, including the chairperson, must belong to the academic staff of the faculty of Civil Engineering and Geosciences. The chairperson is responsible for the grade.

2. The assessment committee must, in principle, be present during the interim assessment and final presentation. If a member is unable to attend due to illness or other serious circumstances, he or she must inform the chairperson in writing of his or her opinion.

Article 24 The assessment committee

1. During the work for the Bachelor's Final Project, the assessment committee carries out at least one interim review in order to determine how the work is progressing. If progress is deemed unsatisfactory, the assessment committee can deny the student permission to proceed with the Bachelor's Final Project in that quartile.
2. The final assessment is based on the following aspects of the work, at the very least:
 - a. work attitude, initiative and independence
 - b. technical/content-related depth
 - c. the result achieved (the product) and/or the answering of the question
 - d. final report
 - e. oral presentation and self-evaluation
3. A student who achieves a final mark of 5.0 or 5.5 will be given one opportunity to submit a supplementary piece of work before the end of the quartile. The final result following the submission of a supplementary piece of work cannot be higher than 6.0.

Article 25 Official date of result Bachelor's thesis project

The official date of completion of the Bachelor's thesis project will be the date on which the final oral presentation is given.

Curriculum components completed elsewhere

Article 26 Inclusion in the degree programme

1. The total number of credits for exemptions and courses completed outside the degree programme to be included in the degree programme may not exceed 40.
2. Courses successfully completed elsewhere will only be included in the programme if they were completed during the period in which the student was enrolled in the degree programme.

Article 27 Provision of information

1. In the event that a student has completed approved components outside the degree programme, the student is responsible for ensuring that the authorised agency issues a statement indicating the component(s) in question by name and insofar as applicable by subject code(s), the associated study load (credits), the result(s), the date(s) on which the result(s) was/were earned and the date(s) on which the statement(s) was/were issued, and information to determine whether the result(s) is/are sufficient according to the grading table of the university abroad (to be handed over as well).
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the study load (credits) and whether the result(s) is/are sufficient according to the grading table of the university abroad.
3. The student must provide the Board of Examiners with relevant information on the progress of the component and its assessment by the authorised body, including a statement on fraud. The Board of Examiners is authorised to request and obtain such information from the authorised body.

Pass/fail rules for programmes

Article 28 Pass/fail rules governing Bachelor's degree

1. To obtain the Bachelor's degree, students must:
have obtained a pass (V), an exemption (VR) or a mark of 6.0 or higher for every course.
2. In special cases, the Board of Examiners may deviate from the provisions of section 1 of this article in favour of the student. It will stipulate additional requirements if necessary.

Article 29 Pass/fail rules governing the Bachelor's Honours Programme

To pass the Bachelor's Honours Programme, students must have met the following requirements:

1. gaining a pass (V), an exemption (VR) or a mark of 6.0 or higher for every course in the Bachelor's Honours Programme;
2. The total duration of study of the Bachelor's degree programme and the Bachelor's Honours Programme does not exceed three years, but allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

Conferring the predicate 'cum laude'

Article 30 The predicate 'cum laude' Bachelor's degree

1. A student who started the Bachelor's degree in Applied Earth Sciences on 1 September 2019 or later, may receive the designation 'cum laude' for the Bachelor's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
 - a. the weighted average of the results in terms of credits from the subjects, excluding the Bachelor's Final Project and the minor, is at least 8.0; passes (V) and exemptions (VR) will not be taken into consideration. For students who started their study program in 2016-2017 or earlier, the minor does count towards the calculation of the weighted average;
 - b. the number of credits from the subjects for which a pass (V) has been earned or an exemption (VR) has been granted is not allowed to exceed 30 credits in total. An exemption *can* be made when a student followed a minor at a university abroad;
 - c. the result for the Bachelor Final Project is at least 8.5;
 - d. the duration of study, from enrolment on the programme to the student taking the final examination component, does not exceed four years, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations.
2. In special cases, the Board of Examiners *may* decide to grant the designation 'cum laude' to a student who does not meet the requirements referred to in section 1 if the Board of Examiners determines that the student in question has shown exceptional skills in the degree programme in question. The BoE needs a written statement by the MSc coordinator and/or chairperson of the assessment committee, stating the reasons of the student's outstanding performance during the degree programme.
3. A student who started the Applied Earth Sciences Bachelor's degree before 1 September 2019 can obtain the 'cum laude' designation for the Bachelor's examination in accordance with the provisions of the Rules and Regulations from the year the student started the degree programme.

Degree certificates and results achieved

Article 31 Degree certificate, transcript and supplement

1. A degree certificate (diploma) will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The certificate (diploma) shall be signed by one of the mandated members or the Secretary to the Board on behalf of the Board of Examiners.
3. A diploma supplement in English will be provided when the degree certificate is issued, which will indicate the results achieved. A diploma supplement in Dutch can be obtained from the Student Administration upon request.
4. If the Board of Examiners of the Master's degree program in Science Education and Communication (SEC) grants the student a limited grade-two teaching qualification, this will be stated on the degree certificate.

Article 32 Statement of results achieved

1. A student who has successfully taken one or more exams and to whom no degree certificate within the meaning of Article 31 can be issued when leaving the university will, upon request, receive a statement of results from the Board of Examiners. This statement will include personal data, course code(s) and name(s), number of credits, the result(s), and the date(s) on which the result was/were obtained.

2. A statement as referred to in Article 32, section 1 must be requested from the Student Administration.

Appeal and final provisions

Article 33 Appeals against decisions made by the Board of Examiners

Appeals to the Examinations Appeals Board referred to in section 7.60 WHW against decisions made by the Board of Examiners and/or an examiner may be lodged up to six weeks after the decision in question has been made known to the individual concerned. The Board of Examiners will refer to this possibility of appeal in its decisions.

Article 34 Amendments to the Rules and Guidelines of the Board of Examiners

No amendments may be made to these Rules and Guidelines that apply to the current academic year, unless there are cogent grounds to do so, and the students' interests remain reasonably unaffected.

Article 35 Unexpected circumstances

Insofar as these Rules and Guidelines do not provide for specific circumstances, the Board of Examiners will make a decision that is in line with these Rules and Guidelines to every extent possible.

Article 36 Entry into force

These Rules and Guidelines shall enter into force on 1 September 2019.

Adopted by the Board of Examiners CE-AES on 8 July 2019