

# **BSc and MSc RULES AND GUIDELINES OF THE BOARD OF EXAMINERS**

## **AEROSPACE ENGINEERING**

### **DELFT UNIVERSITY OF TECHNOLOGY**

**2019-2020**

#### **Table of contents**

General (art. 1-8)	p. 2
Registering & withdrawing (art. 9)	p. 4
Examinations (art. 10-16)	p. 5
Exemption (art. 17-18)	p. 8
Further rules governing internships and projects (art. 19-21)	p. 8
Additional rules BSc graduation project/ MSc thesis project (art. 22-25)	p. 9
Curriculum components completed elsewhere (art.26-27)	p. 10
Pass/fail rules (art. 28-29)	p. 10
Conferring the predicate 'cum laude' (art. 30)	p. 11
Degree certificates and results achieved (art. 31-32)	p. 11,12
Appeal and final provisions (art. 33-36)	p. 12

## General

### **Article 1      Scope of applicability**

These Rules and Guidelines govern the Delft University of Technology's Aerospace Engineering Bachelor and Master degree program, referred to below as the 'Programme'.

### **Article 2      Definition of terms**

The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act and Article 2 of the Aerospace Engineering Bachelor and Master degree program Teaching and Examination Regulations are applicable.

### **Article 3      The Board of Examiners' working method**

1. In principle the Board of Examiners meets once a month, except in the months of July and August.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners decide jointly which of the members shall deputise for the chairman 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 him or herself from the meeting.
7. A report will be drawn up regarding the matters discussed at meetings.
8. Every year, the Board of Examiners compiles a report on its activities in the previous academic year and sends this report to the Dean.
9. Membership of the Board is typically for 3 years, with an extension for another 3 years.

### **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 Chairman 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 appoints as examiners the members of staff responsible for conducting examinations and determining the results. They are qualified for assessment through either:
  - 
  - a. Successful completion of the BKO assessment module or
  - b. Gained official exemption for completion of the BKO or the BKO assessment module by the Dean- Staff members who do not comply with the requirements a or b can file a well-motivated request for appointment to the Board of Examiners.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be for a maximum period of two years, with the option to extend this period each time by a maximum of a further two years.
3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as referred to in Article 23.

## **Article 6           Standards**

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. expediency, with the goal of:
  - limiting study delays of students who are making good progress in their studies;
- c. leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control

### Article 6a           Language

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred to in Article 9 of the Programme Regulations must substantiate that request.
2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.

## **Article 7           Fraud**

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud is in any event understood to include the commission of plagiarism in any form; it should be clear that this includes 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. Fraud also includes among others the following:
  - being in possession, during an examination, of aids (digital or otherwise), any notes, pre-programmed calculator, mobile phone, book, syllabus, notes in books for an open-book examination, the use of which has not been expressly permitted;
  - 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;
  - getting someone else to take the examination or impersonating someone else during an examination;
  - being in possession of the questions/assignments 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 a Board of Examiners receives a complaint relating to fraud about a student who is enrolled on 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 while an examination is being taken, 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 while an examination is being taken, 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 it has been established that fraud has been committed, or if there is a suspicion to that effect, 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 add written comments to the report that was prepared by the examiner or invigilator.
7. The Board of Examiners will, in the event of fraud, decide that no mark will be awarded to the student for the examination in question or assessment given for the practical exercise, apart from in exceptional cases.
8. As well as the decision in the foregoing section, the Board of Examiners will decide whether a sanction will be imposed - it may, depending on the seriousness of the fraud, including repeated incidents of fraud, impose the following sanctions on students:
  - a. reprimand;
  - b. exclusion from the examination or practical exercise 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, the Board of Examiners is entitled to decide to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated.
9. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose one of the sanctions referred to in section 8 subsection a to d upon every member of the group.
10. The Board of Examiners will only take a decision as described in section 7 or will only impose a sanction after the student in question has been given the opportunity of having a hearing.
11. Established cases of fraud will be recorded in the student's personal file. Access to this file is limited to the Board of Examiners and Academic Counsellors of the Faculty of Aerospace Engineering.

#### **Article 7a      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 retaken 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 where 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 7b      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.
3. All Master students are required to upload the draft Master thesis (before green light review) and the final Master thesis (at least 5 working days prior to the graduation date) in the plagiarism scanner and provide the daily supervisor with a pdf print out of the plagiarism scanner.

#### **Article 8      Time limits**

The Board of Examiners will render a decision with respect to a student's application within 40 working days after the application is received or, if the application 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. The Board of Examiners may postpone making a decision for a maximum period of 10 working days. The student will be informed in writing of any postponement before the end of the period referred to in the first sentence.

### **Registering and withdrawing**

## **Article 9      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 degree audit 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 meeting for the degree audit in question.
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.
5. Withdrawal from the degree audit is possible up to 3 working days before the meeting for the audit in question is due to be held; this is arranged with the Student Administration
6. Any student who has withdrawn from the degree audit should re-register on a subsequent occasion.

## **Examinations**

### **Article 10      Administering examinations**

1. When the same examination is administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant predetermined standards in accordance with the provisions of Article 14 section 2. If applicable, the Board of Examiners will appoint an examiner to bear the primary responsibility for the examination.
2. In special cases the Board of Examiners may allow a student to take an examination in a different form. The request for this must be substantiated.
3. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
4. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time. The Board of Examiners will decide on this matter in consultation with the examiner.
5. Every written examination must be approved by at least two members of the teaching staff (one of whom is course coordinator). Both names must be included on the examination form.

### **Article 11      Online proctored examination**

1. An examination may be held with online proctoring
  - a) if the programme is given entirely online or
  - b) with the permission of the Board of Examiners if it concerns a individual request owing to exceptional circumstances.
2. If an examination takes place using online proctoring, the exam should be administered entirely digitally.
3. The location and the time frame of examinations, that are remotely proctored with an online system, is to 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 becoming known to students who have not yet taken the examination in question.

### **Article 11a      Computer based examinations**

1. For computer-based examinations, conducted either on-site or at a remote location, and if possible an alternative testing method may be available in case of technical difficulties with the computer-based system. The alternative testing method should be designed to allow for a timely resumption of the examination.

2. In case of special circumstances, the responsible examiner may decide to exclude the test from assessment, in consultation with the Board of Examiners.

#### **Article 12 Questions and assignments**

1. The questions and assignments covered by an examination includes only content that is part of study material or sources made known in advance. 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 materials studied.
3. The examination will reflect the learning objectives in terms of level, content, and form.
4. The questions and assignments will be clear and unambiguous. The instructions regarding the weighing 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 must 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 examination proceeds properly. The invigilators will observe the Rules of Procedure for Examinations (Reglement van Orde bij Toetsen), which are available in the examination room.
2. The following applies regarding entering an examination room:
  - a. only students with a valid identity document may gain access to the examination. Acceptable identity documents are a campus card, passport, identity card, or driving licence, and
  - b. students may only gain access to the examination if they have a valid examination ticket or if they appear on the list of examinees.
3. At the request of or on behalf of the Board of Examiners, students are required to show proof of identity using their campus card or valid identity document (passport, ID card or driving license).
4. 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 and the instructions that are given during the examination or immediately after it has ended.
5. Any student who does not comply with the provisions laid down in or pursuant to section 3 and 4 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.
6. Examination paper and scrap paper will be provided. The student immediately writes down his/her name on all papers. Only work written on official examination answer sheets will be assessed. The student must bring his/her own writing and drawing materials.
7. During examinations, students may not use or have available any aids such as pre-programmed calculators, computers, mobile telephones or other devices with similar functions unless the examiner has decided otherwise. If the use of any such item during an examination is permitted, students must themselves bring their own calculators or aids, which must be in compliance with the function limits determined by the Board of Examiners. The examiner may make an exception in this regard, provided this is announced before [.....].
8. During an examination the student may not have in his/her possession nor may he/she consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
9. Answers may not be written in pencil unless the examiner has given permission to do so in advance. Answers have to be submitted on examination paper.
10. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
11. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
12. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the

- examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
13. Before the student's final departure from the location where the examination is being held (not earlier than 30 minutes after the examination in question has started) the student must hand in the examination work, on which he/she has written his/her name and student number on each page, to the examiner or invigilator.
  14. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.

#### **Article 14      Assessment**

1. The assessment method, including the weighing of components, is to be clear such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 10 section 1, on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction.
3. A result will be indicated by a mark, a V (voldaan - pass), an O (onvoldoende - fail) or a VR (vrijstelling - exemption).
4. A final mark for a subject will be expressed in a whole or half mark from 1.0 to 10.0. 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 satisfactory
6.0	Satisfactory
4.5 – 5.5	Nearly satisfactory
3.5 – 4.0	Unsatisfactory
1.0 – 3.0	Very poor
5. When rounding of the marks 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.
6. If a subject consists of more than one component, the subject overview in the study guide will indicate how the final mark will be determined. The following provisions apply in this respect:
  - The mark for a part of a subject will be expressed in decimals, and hundredths greater than or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
  - Results for interim examinations or assessments for practical exercises may only be included as part of the final mark if they are 5.0 or higher. In the event of a lower mark, no final mark will be given.
  - If a subject consist of two components or more a final grade is calculated as follows: for each part a minimum of 5.0 is obtained, the rounded weighted average of the partial grades is 6.0 or higher, the weight is the number of credits.
7. Final marks that are earned in another degree programme at this 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.  
The provisions of Article 27 apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.
9. If a student is able to demonstrate that examination work they have submitted 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.

#### **Article 15      Registering results**

1. The examiner records the results of an examination in OSIRIS, including the date on which the examination was held or, in the case of a practical exercise, the date on which the exercise was completed.

2. The examiner may determine the latest date by which a practical exercise must be completed, such as the date on which a report must be handed in. This information must be included in the relevant subject overview in the study guide.
3. The deadline by which the examiner must have determined his or her assessment of the report will be the deadline of 15 working days stipulated in Article 19 of the programme regulations for the determination of the results of a written examination. If the result for the report is not a final result, the examiner will inform the student of his or her assessment within 15 working days. The results of courses AE1111-I, AE1111-II, AE1222-I, AE2130-II, AE2223-I and AE3212-II will be made public no later than at the last day of the period following the period in which the course took place. Article 19 of the programme regulations applies mutatis mutandis.

#### **Article 16 Retention of work and results**

1. Due to the possibility of appeals proceedings, student work that has been assessed, with the exception of three-dimensional projects, must be retained for at least two years after the date of the exam. Three-dimensional projects 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, and in connection with the re-accreditation of degree programmes, successfully completed degree audits and related papers (master theses), as well as the relevant 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 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 Exemption application procedure**

An application for an exemption from all or part of a subject 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 his/her 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.

### **Further rules governing internships and projects**

#### **Article 19 Internships**

For rules governing the internship, please refer to the relevant course descriptions in the digital study guide.

#### **Article 20 Projects**

For rules governing projects, please refer to the relevant course descriptions in the digital study guide.

#### **Article 20a Online courses, credits for mooc's offered by the Virtual Exchange programme**



Students may follow online courses, credit for mooc's offered by the Virtual Exchange programme. A maximum of 15 ECTS can be obtained as free minor courses or electives. These courses cannot have overlap with other core or elective courses within the BSc program and minor or specific MSc programme. Within the Bachelor programme, the courses have to be approved by the Board of Examiners. Within the Master programme, the courses have to be approved by the Track Coordinator. The credits will be converted by the Credits for MOOC's/Virtual Exchange project team and has been approved by the Board of Examiners. The grades will be registered with a V (voldoende/sufficient) in Osiris.

#### **Article 20b Courses followed during exchange period**

The grades of the courses that have been completed during the exchange period will be registered with a V (voldoende/sufficient) in Osiris. Also the actual external grades of the courses that have been completed abroad will be registered in Osiris. Credit conversion has been determined by the Board of Examiners.

For EWEM only the actual external grades of the courses that have been completed abroad will be registered in Osiris.

#### **Article 21 Official date of internship and project results**

1. The official date of the completion of the internship will be the date on which the final report is submitted.
2. The official date of the completion of a project will be the date on which the final report or project is submitted or the date on which the oral final presentation is given.

### **Additional rules Bachelor's graduation project / Master's thesis project**

#### **Article 22 Bachelor's graduation project / Master's thesis project**

For rules governing the final BSc project, please refer to the course description of the Design Synthesis Exercise AE3200 in the digital study guide.

For rules governing the MSc final project, please refer to the course descriptions of the Project Thesis (code varies depending on the MSc track: AE5110, AE5211, AE5310, AE5711, AE5810, AE5912) in the digital study guide.

#### **Article 23a Composition of the assessment committee for Bachelor's graduation project (DSE)**

1. A committee will be appointed by or on behalf of the Board of Examiners for the assessment of the Bachelor's graduation project.
2. The assessment committee consists of 4 members: the principal Tutor, 2 Project Coaches and a member of the OSCC (Design Synthesis Coordination Committee). The principal Tutor and the Project Coaches need to be affiliated with different sections.
3. The chairman of the committee is the OSCC member.

#### **Article 23b Composition of the assessment committee for Master's Thesis Project**

1. The assessment committee will consist of at least three members.
2. Based on the location / institution where the student performed the major part of the thesis research the composition of the assessment committee will be as follows:
  - a. the student performed the majority of the thesis research at the Faculty of Aerospace engineering of TU Delft
    - i. The chair of the committee, who is full professor (HL) in the faculty of Aerospace Engineering at the research group primarily responsible for the MSc thesis project. The professor can delegate his/her chairmanship to an associate professor (UHD) of his/her research group.

Model Rules and Guidelines Board of Examiners BSc / MSc, 2019-2020

- ii. An examiner from another research group than the research group of the chair of the committee within the Faculty of Aerospace Engineering or from another TU Delft faculty.
  - iii. The responsible thesis supervisor, who is a scientific staff member of the Faculty of Aerospace Engineering (HL, UHD, UD, lecturer, researcher, Postdoc, but not a PhD student). If the chairman of the committee is also the thesis supervisor, then the third member of the committee can be an examiner from the same or from another research group.
  - iv. At least one member of the assessment committee must be affiliated with the MSc track where the student is enrolled.
- b. the student performed the majority of the thesis research at TU Delft but not the Faculty of Aerospace Engineering
- i. The chair of the committee, who is full professor (HL) in the faculty of Aerospace Engineering at the track in which the student is enrolled. The professor can delegate his/her chairmanship to an associate professor (UHD) of his/her research group.
  - ii. An examiner from another research group than the research group of the chair of the committee within the Faculty of Aerospace Engineering.
  - iii. The responsible thesis supervisor, who is a scientific staff member of the faculty in which the student performed the majority of the thesis research (HL, UHD, UD, lecturer, researcher, Postdoc, but not a PhD student).
- c. the student performed the majority of the thesis research at another university (not at TU Delft)
- i. The chair of the committee, who is full professor (HL) in the faculty of Aerospace Engineering at the track in which the student is enrolled. The professor can delegate his/her chairmanship to an associate professor (UHD) of his/her research group.
  - ii. An examiner from another research group than the research group of the chair of the committee within the Faculty of Aerospace Engineering.
  - iii. The responsible thesis supervisor, who is a scientific staff member of the university in which the student performed the majority of the thesis research (HL, UHD, UD, lecturer, researcher, Postdoc, but not a PhD student).
- d. the student performed the majority of the thesis research at a research institution or in industry
- i. The chair of the committee, who is full professor (HL) in the faculty of Aerospace Engineering at the track in which the student is enrolled. The professor can delegate his/her chairmanship to an associate professor (UHD) of his/her research group.
  - ii. An examiner from another research group than the research group of the chair of the committee within the Faculty of Aerospace Engineering.
  - iii. The responsible thesis supervisor, who is a scientific staff member of the Faculty of Aerospace Engineering (HL, UHD, UD, lecturer, researcher, Postdoc, but not a PhD student).
3. In all situations mentioned under article 23b.2 the committee may be extended with experts from outside the university and/or with other scientific staff members from the university and/or PhD students from the university.
4. In exceptional cases, the Board of Examiners can deviate from this article.

#### **Article 24 Working method of the assessment committee**

For rules governing the final BSc project, please refer to the course description of the Design Synthesis Exercise AE3200 in the digital study guide.

For rules governing the MSc final project, please refer to the course descriptions of the Project Thesis (code varies depending on the MSc track: AE5110, AE5211, AE5310, AE5711, AE5810, AE5912) in the digital study guide.

#### **Article 25 Dating result Bachelor's graduation project / Master's thesis project**

The official date of completion of the Bachelor's graduation project / Master'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 audit programme**

1. The number of credits to be submitted for the Bachelor degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the degree programme may not exceed a total of 40. The number of credits to be submitted for the Master degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the degree programme may not exceed a total of 15 (excluding an exemption for the internship).
2. Subjects successfully completed elsewhere will be only be included in the programme if they were completed during the period in which the student was enrolled on the degree programme.
3. In exceptional cases the Board of Examiners may decide to deviate from the maximum number of credits mentioned in article 26.1. To do so a subcommittee of the Board will assess the knowledge and skills of the student and advise the Board of Examiners.

### **Article 27      Provision of information**

1. In the event that a student has completed approved components taken outside the degree programme, the student is responsible for ensuring that the authorised agency issues a statement indicating the component in question by name and insofar as applicable by subject code, the associated study load (credits), the results, the date on which the results were earned and the date on which the statement was issued.
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the number of credits and the result.
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**

### **Article 28      Pass/fail rules governing Bachelor's degree audit/ Master's degree audit**

1. To pass the Bachelor's /Master's degree audit, students must have met the following requirements:
  - a. obtaining a result for every subject: a mark, a pass (V), or an exemption (VR);
  - b. none of the marks may be lower than 6.0.
2. The method of assessment will be transparent so that the student can ascertain how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of section 1. It will stipulate additional requirements if necessary.

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

- To pass the Honours Programme Bachelor's / Master's, students must have met the following requirements:
- a. gaining a pass for every component on the Honours Programme Bachelor's / Master's;
  - b. gaining the minimum number of credits for the Honours Programme Bachelor's / Master's.
  - c. The duration of study of the Bachelor's degree programme / Master's degree programme, that is, the period between the student's enrolment on the programme and his or her taking the final examination component, together with the Honours Programme Bachelor's / Master's, must not exceed 3 years for the Bachelor Honors programme and 30 months for the Master Honors Programme, allowing for any delays officially recognised in accordance with the TU Delft Profiling Fund Regulations. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

### **Article 29a - Pass/fail rules governing annotations**

The student has passed an annotation as set out in Article 4 of the Master's Programme Regulations if he/she has achieved a pass mark for all subjects.

### **Conferring the predicate 'cum laude'**

#### **Article 30 The predicate 'cum laude' Bachelor's degree audits / Master's degree audits**

1. A student may receive the predicate 'cum laude' for the Bachelor's degree audit / Master's degree audit if the Board of Examiners decides to grant this distinction and at least the following requirements have been met:
  - a. the weighted average of the results in terms of credits from the subjects, including the Bachelor's graduation project / not including the Master's thesis project must be at least 8.500; passes and exemptions will not be taken into consideration; the grades of the minor are not included in the average for the Cum Laude.

#### **Transition ruling for students started before 1 September 2019:**

For students who started the Bachelor's or Master's programme before 1 September 2019, the weighted of average of the results in terms of credits from the subjects, including the Bachelor's graduation project / not including the Master's thesis project must be at least 8.00; passes and exemptions will not be taken into consideration; the grades of the minor are not included in the average for the Cum Laude.

- b. the number of credits from the subjects for which a pass has been earned or for which an exemption has been granted may not exceed 40 credits in total for the Bachelor programme and may not exceed 15 credits for the Master programme (excluding an exemption for the internship).
  - c. the result for the Master's thesis project must be at least 9.0.
  - d. the duration of study, that is, the period between the student's enrolment on the programme and his or her taking the final examination, must not have exceeded 42 months for the Bachelor programme or 30 months for the Master programme, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) of TU Delft Profiling Fund Regulations.
  - e. For students starting the master programme on or after September 1 2016, the starting date is the date of enrolment in the master track. For students who have started before September 1 2016, the starting date of the MSc programme is the first examination date. For all students, the date of completion of the MSc programme is the MSc Thesis defence date.
2. In special cases the Board of Examiners may decide to grant the predicate 'cum laude' to a student who does not meet the requirements referred to in section 1 if the student in question has shown exceptional skills in the degree programme in question.

### **Degree certificates and results achieved**

#### **Article 31 Degree certificate, transcript and supplement**

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The certificate shall be signed by the Board of Examiners.
3. A supplement in English will be provided when the degree certificate is issued, which will in any event indicate the results achieved. A supplement in Dutch can be obtained from the Student Administration on request.
4. A student may request that the Board of Examiners for the Master's programme in Science Education and Communication (SEC) grants him or her a limited grade-two teaching qualification. This means that the student will be authorised to teach the first three years of HAVO (higher general secondary education)/VWO (pre-university education) and the theoretical curriculum of prevocational secondary education (VMBO).  
Model Rules and Guidelines Board of Examiners BSc / MSc, 2019-2020

Subject to the condition that the student has successfully completed the Bachelor's degree programme, the SEC Board of Examiners will agree to this request if the following conditions are met:

- the student has successfully completed 30 study credits in his or her Education Minor study programme (all results with a mark of at least 6.0 or a pass) and
- the student is entitled to this qualification, in accordance with the 'Education Minor correspondence table' ('verwantschapstabel educatieve minor')

If the SEC Board of Examiners grants this qualification, it will be mentioned on the certificate (only for Bachelor's).

#### **Article 32 Statement of results achieved**

1. A student who has successfully taken one or more exams and to whom the degree certificate within the meaning of Article 31 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. This statement will include personal data, subject code, subject name, number of credits, the result, and the date on which the result was attained.
2. A statement as referred to in 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 of the Higher Education and Research Act (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 decision.

#### **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 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 on 31 August 2019.**