

Requests to the Board of Examiners of Aerospace Engineering

The Board of Examiners is charged with the responsibility of laying down the Course and Examination Regulations within our Faculty.

The Board determines, among other things, examination results, deals with individual requests for admission and exceptions in the study programme (e.g. course exemptions) and acts as an intermediate between student and teacher.

A student can file a request with the Board if he/she believes that the regulations lead to unfairness in his/her specific situation and/or if he/she believes that an exception should be made.

Filing a request

Requests to the Board of Examiners can be sent to:

The Secretary to the Board of Examiners
Faculty of Aerospace Engineering
M. Broos
PO Box 5058
2600 GB Delft

Requests can also be handed in at the Service Desk or sent via e-mail as a file attachment in MS Word or Adobe Acrobat format to the following e-mail address:

boardofexaminers-ae@tudelft.nl

Requests should be received by the Secretary to the Board of Examiners at least two weeks before a Board meeting. Meeting dates can be found on the website of the Board of Examiners at:

www.lr.tudelft.nl/boardofexaminers

What should be included in a request?

Your request must contain the following information:

- full name (last name, first name)
- student number
- your e-mail address
- full address
- daytime telephone number
- first year of enrollment at Aerospace Engineering

You must describe your situation and your request or proposal to the Board in a clear

manner. You should substantiate your request or proposal with valid and consistent arguments. Please submit any relevant documentation that will help the Board in its decision making (letter of support from instructor, course details, etc.)

The procedure

The Board of Examiners meets monthly (except for the months of July and August) to discuss requests.

Any request to the Board will typically be answered within 4 weeks after a meeting.

If you do not agree with a decision made by the Board, you can file an appeal with the Board of Appeals for exams. Please contact the Board before doing so.

Common requests to the Board

The website of the Board of Examiners has an FAQ section with detailed information about a range of subject among which:

- OSIRIS registration for examinations or practicals
- Course / Internship exemptions
- Flexible Minors ("vrije minors")
- Recognition of study results obtained elsewhere

Questions?

Send an e-mail to:

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