

**COURSE AND EXAMINATION REGULATIONS
(CER)**

**(pursuant to article 7.13 of the Higher Education and
Research Act, WHW)
2018-2019**

Service teaching

**Concerning service teaching arrangements and elective courses offered by
the Faculty of Technology, Policy and Management**

DELFT UNIVERSITY OF TECHNOLOGY

Contents

COURSE AND EXAMINATION REGULATIONS	1
Introduction	3
Section 1 - General.....	4
Article 1 – Areas to which the regulations apply	4
Article 2 - concepts.....	4
Article 3 – Participation in courses	5
Article 4 - Language	5
Section 2 – Registering and withdrawing from examinations	5
Article 5 - Registering for written examinations	5
Article 6 - Registering for other examinations.....	5
Article 7 - Withdrawal from examinations	5
Section 3 - Examinations	6
Article 8 - Sequence of examinations.....	6
Article 9 - Form of the examinations and the manner of testing in general.....	6
Article 10 - Times and number of written examinations.....	6
Article 11 - Oral examinations.....	6
Article 12 - Determination and announcement of results	6
Article 13 - Right to inspect results	7
Article 14 - Discussion of the results of examinations.....	7
Article 15 - Period of validity for examinations.....	7
Article 16 - Study progress checks	7
Article 17 - Right to appeal.....	7
Article 18 - Fraud	7
Section 4 - Studying with a disability.....	8
Article 19 - Adjustments to the benefit of students with disabilities or chronic illnesses	8
Section 5 - Contraventions, changes and implementation	8
Article 20 - Contravening the regulations	8
Article 21 - Changes to the regulations.....	8
Article 22 - Publication of the regulations.....	8
Article 23 – Entry into force.....	9
Appendix 1	10
Article 1 - Enrolment for courses.....	10
Article 2 - Assessment plan	10
Article 3 - Order during examinations.....	10
Article 4 - Questions and assignments.....	10
Article 5 - Grading examinations	10
Article 7 - Transitional regulations	11

Introduction

The Faculty of Technology, Policy and Management (TPM) organises many courses specially intended for students who are following degree programmes at TU Delft. Some of these courses form part of the core curriculum of the degree programmes, but some are offered in the form of elective modules.

Dutch legislation stipulates that Course and Examination Regulations (CER) must be drawn up for each degree programme or group of degree programmes. Such regulations have been formulated for the programmes Complex Systems Engineering and Management (CoSEM), Engineering, Policy Analysis (EPA) and Management of Technology (MOT), taught within TPM. The following comments may be made concerning the courses offered by TPM for students who are following other degree programmes:

- Insofar as the courses offered by TPM for students who are following other degree programmes form part of the core curriculum of these other programmes, they are covered by the CER of the degree programme in question.
- The courses offered by TPM for students who are following other degree programmes that take the form of elective modules are covered by the present regulations.
- The CER of a degree programme may also contain provisions concerning elective modules to be taken by students following that programme. In all cases, the provisions of the CER of the degree programme in question are decisive with regard to the regulation of the teaching, examinations and examinations for these modules.

Section 1 - General

Article 1 – Areas to which the regulations apply

1. These regulations apply to the elective modules provided by the Faculty of Technology, Policy and Management (hereinafter referred to as the Faculty) at TU Delft (hereinafter referred to as the Institute).
2. The modules offered are described in the study guide.
3. If an elective module forms part of a minor, track or specialisation, it is covered by the CER of the degree programme followed by the student in question.

Article 2 - concepts

If concepts occurring in these regulations also occur in the Higher Education and Research Act (Dutch abbreviation Whw), they shall have the same meaning as that intended in the Act.

- a. first academic year: the first period in the programme with a study load of 60 credits, as specified in Article 7.8b Section 8 of the Act -> not applicable for Master programmes
- b. degree audit: the test, in which, in accordance with Article 7.10 of the Act, the Board of Examiners determines whether all examinations in the subjects of the degree programme have been successfully completed;
- c. negative binding recommendation on continuation of studies: the rejection linked to the recommendation on the continuation of studies at the end of the first year of enrolment as specified in Article 7.8b Section 3, first sentence -> not applicable for Master programmes
- d. programme: the [Bachelor's degree programme/Master's degree programme], as stipulated in Article 7.3a, Section 1, in the Act;
- e. Osiris: the education information system;
- f. practical exercise: subject of component of a subject aimed at the acquisition of particular skills. The following can be understood as practical exercises:
 - writing a thesis,
 - conducting a project or experimental design,
 - carrying out a project or a design/research assignment,
 - completing an internship,
 - participating in field work or an excursion,
 - conducting tests and experiments, or
 - participating in other educational activities that are considered essential and that are aimed at acquiring particular skills;
- g. bridging programme: a deficiency programme aimed at moving up to a Master's degree programme, as stipulated in Article 7.30e or Article 7.57i of the Act; for CoSEM: [Linkage programme](#);
- h. student: a person enrolled at Delft University of Technology in order to receive education and take the examinations and the degree audit in the degree programme;
- i. credit: credit in accordance with the European Credit Transfer System (ECTS); one credit equals a study load of 28 hours;
- j. study guide: the digital guide for the degree programme containing specific information on the subjects included in the degree programme (www.studiegids.tudelft.nl);
- k. examination: investigation of the student's knowledge, insight and skills with regard to a subject, along with the assessment of that investigation;
- l. track: not applicable
- m. subject: a unit of study within the programme, as stipulated in Article 7.3, Sections 2 and 3 of the Act with which an examination is associated;
- n. working day: Monday through Friday, with the exception of recognised holidays and the collective closure days;
- o. Act: the Higher Education and Scientific Research Act (abbreviated to WHW), Bulletin of Acts and Decrees 593 and any amendments since its introduction.

Article 3 – Participation in courses

Students who are enrolled for one of the degree programmes at TU Delft have the right to follow courses offered at the University. For the rules concerning enrolment for a given course component, see article 1 of the Appendix.

Article 4 - Language

The language used in teaching and the examinations shall be determined by the member of teaching staff with responsibility for the course.

Section 2 – Registering and withdrawing from examinations

Article 5 - Registering for written examinations

1. Registration to participate in a written examination is compulsory and is done by entering the requested data into Osiris no later than 14 calendar days before the examination. Students receive examination tickets by email as confirmation of their registration.
2. Students who have not registered within the term specified in Section 1 may request registration for that examination after this term until no later than three calendar days before the examination by entering the requested data into Osiris. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place. Students receive examination tickets by email as confirmation of their registration.
3. In the event of circumstances beyond a student's control resulting in the student being unable to register for an examination, the Board of Examiners may nevertheless permit the student to participate in the examination.
4. Students who have not registered for the examination and are therefore not included on the list of examinees can report on the day of the examination to the invigilator beginning 15 minutes before the start of the examination until the actual start. They will be admitted to the examination room, in the order that they reported to the invigilator, 30 minutes after the start of the examination, if sufficient places are available. The loss of 30 minutes of examination time cannot be compensated. Students who have been granted late access to the examination will be added to the list of examinees. The student participates in the examination subject to the validation of entitlement to participate in the examination.
5. In the situation described in the previous section, if it is found that a student was not entitled to participate in the examination, the examination work will be deemed invalid, it will not be marked and it will not count towards a result. The student may subsequently submit an appeal to the Board of Examiners, accompanied by reasons, requesting that the examination work that has been deemed invalid be declared valid and to have it assessed. The Board of Examiners will approve the request only in case of extenuating circumstances.

Article 6 - Registering for other examinations

1. Registration for participation in an examination other than a written examination is compulsory, and it is done in the manner and within the term that is stated in the study guide for the relevant examination.
2. In special cases, the Board of Examiners make exceptions to the registration term stated in Section 1, but only in favour of the student.
3. Students who have not registered on time will not be allowed to participate in the examination. The Board of Examiners can nevertheless admit a student to the examination, but only in case of special circumstances.
4. In the event of unauthorised participation in an examination, the Board of Examiners may declare the result invalid.

Article 7 - Withdrawal from examinations

1. It will be possible to withdraw from an examination via Osiris up to 3 calendar days before the examination takes place.
2. Any student who has withdrawn from an examination has to re-register on a subsequent occasion, in accordance with the provisions of Article 5.

Section 3 - Examinations

Article 8 - Sequence of examinations

Students can participate in the examinations for the individual subjects in any desired order, having regard to the provisions of article 3 of the Implementation Regulations.

Article 9 - Form of the examinations and the manner of testing in general

1. Examinations (oral, written or otherwise) are taken in the manner described in the study guide.
2. The study guide contains a description of the moments at which and the numbers of times that examinations can be taken, along with their frequency, without prejudice to the provisions of these regulations concerning written and oral examinations.
3. A student may participate in an examination for a subject no more than twice in one academic year.
4. In special cases, the Board of Examiners will deviate from the provisions of this Article in favour of the student.

Article 10 - Times and number of written examinations

1. Two opportunities to take written examinations will be offered each academic year:
 - at the end of the teaching period in which the subject is taught, and
 - in the fifth week or at the end of the next teaching period or during the resit period in the months of July and August.
2. An annual timetable is issued detailing when written examinations may be taken, and it is published before the start of the relevant teaching period.
3. Contrary to the provisions in Section 1, the opportunity to take the written examination for a subject that is not taught in a certain academic year must be given at least once in that year.

Article 11 - Oral examinations

1. For oral examinations, no more than one student shall be tested at a time, unless determined otherwise by the examiner.
2. Oral examinations shall be public, except in special cases in which the Board of Examiners has decided otherwise, or if the student has filed an objection to the publicity of the examination.
3. The oral examination is administered by at least two examiners.

Article 12 - Determination and announcement of results

1. The examiner determines the result of a written examination as quickly as possible but by no later than 15 working days after the examination. The results of written interim examinations shall be announced no later than five working days before the next written interim examination.
2. The examiner determines the result of an oral examination immediately after it is administered and issues the student with a written statement of this result.
3. The examiner records the results of the assessment of a practical exercise as quickly as possible, but no later than 15 working days after the completion of the practical exercise at the designated time. In Osiris, the result will be dated on the date of completion of the practical exercise. With regard to a series of practical exercises in which the knowledge acquired in a previous practical exercise is important to the subsequent practical exercise, the result of the previous practical exercise shall be announced before the subsequent practical exercise. If this is not possible, the examiner shall schedule a timely discussion of the previous practical exercise.
4. The examiner is responsible for the registration and publication of the results in Osiris, with observance of the student's privacy. When the result of an examination is announced, the student is informed about the right of perusal as stipulated in Article 20 as well as about the possibility of appealing to the Examinations Appeals Board.
5. Contrary to the previous provisions, results achieved in the resit period in August shall be registered and published no later than the last working day of the week following the examination week in August. If special circumstances prevent the examiner from registering the results on time, the examiner will report this to the Board of Examiners, accompanied by reasons, and notify the students and student administration as quickly as possible.

Article 13 - Right to inspect results

1. Upon request, students will have the right to inspect their assessed work during a period of at least 20 working days after the announcement of the results of a written examination or the assessment of a practical exercise. Students intending to appeal against the assessment of their work will be issued with a copy of the assessed work.
2. During the period mentioned in Section 1, all students who have participated in the examination can become acquainted with the questions and assignments of the relevant examination, as well as with the standards that form the basis of the assessment.
3. The examiner can determine that the inspection or cognizance intended in Sections 1 and 2 will take place at a pre-established place and at a pre-established time.
4. Students proving that they were unable to appear at such an established place and time because of circumstances outside of their control will be offered another possibility, if possible within the period mentioned in Section 1. The place and times mentioned in the first sentence will be made known in good time.

Article 14 - Discussion of the results of examinations

1. Students who have taken a written examination or who have received the assessment of a practical exercise can ask the relevant examiner for a discussion of the results during a period of 20 working days after the announcement of the results. The discussion will take place within a reasonable period, at a place and time to be determined by the examiner.
2. At the request of the student or at the initiative of the examiner, a discussion justifying the assessment will take place between the examiner and the student as soon as possible after the announcement of the result of an oral examination.
3. If a collective discussion is organised by the examiner, students may submit requests as referred to in the last section only if they have been present at the collective discussion and have motivated their requests, or if they were unable to be present at the collective discussion because of circumstances outside their control.
4. The Board of Examiners may allow deviation from the provisions in Sections 2 and 3.

Article 15 - Period of validity for examinations

1. The period of validity of the results of an examination is indefinite. The dean can restrict the period of validity of a successfully completed examination only if the knowledge or insight that was examined has become outdated or if the skills that were examined have become outdated.
2. In cases involving a limited period of validity based on the first section, the period of validity shall be extended at least by the duration of the acknowledged delay in studies, based on the TU Delft Profiling Fund Scheme (see: [link](#)).
3. In individual cases involving special circumstances, the Board of Examiners can extend periods of validity that have been limited based on the first section or further extend periods of validity that have been extended based on the second section.
If a final mark is calculated from partial marks, the period of validity of a partial mark is indefinite if this partial mark is registered in Osiris. Partial marks not registered in Osiris are only valid in the current academic year.

Article 16 - Study progress checks

The student administration is responsible for ensuring that each student can see and check the results he has achieved via student information system Osiris.

Article 17 - Right to appeal

Students have the right to lodge an appeal with the Examination Appeals Board against the decisions of examiners and the treatment they received while sitting (part of) an examination, within 6 weeks after publication of the results of the examination. The appeal must be sent to the Examination Appeals Board pursuant to article 7.61 of the Higher Education and Research Act (Dutch abbreviation WhW).

Article 18 - Fraud

When fraud is suspected the Rules and Regulations of the Board of Examiners of the study programme in which the student is enrolled apply. The matter will also be dealt with by the Board of Examiners of the study programme in which the student is enrolled.

Section 4 - Studying with a disability

Article 19 - Adjustments to the benefit of students with disabilities or chronic illnesses

1. Upon a written and substantiated request to that effect, students with disabilities or chronic illnesses may be eligible for adjustments in teaching and examinations. These adjustments are coordinated to the situations of the students as much as possible, but they may not alter the quality or level of difficulty of a subject or the study programme. Facilities to be provided may include modifications to the form or duration of examinations and/or practical exercises to suit individual situations or the provision of practical aids.
2. Requests as mentioned in Section 1 must be accompanied by a recent statement from a physician or psychologist or, in cases involving dyslexia, from a testing office registered with BIG, NIP or NVO. If possible, this statement should include an estimate of the extent to which the condition is impeding the student's academic progress.
3. Decisions concerning requests for adjustments relating to educational facilities are taken by the Dean or by the Director of Studies on the Dean's behalf. Decisions concerning adjustments relating to examinations are taken by the Board of Examiners.
4. Adjustments to examinations can involve the following or other matters:
 - form (e.g. replacing a written test with an oral test or vice versa, testing the required material in the form of interim examinations or granting exemptions to the attendance requirement);
 - timing (e.g. additional time for an examination, wider staggering of examinations across the examination period, granting exemptions to admission requirements or extending the period within which a component must be completed);
 - aids permitted during testing (e.g. English-Dutch dictionaries for students with dyslexia);
 - location (taking the examination in a separate, low-stimulus space).
5. Adjustments in educational facilities could include:
 - providing modified furniture in teaching and examination spaces;
 - providing special equipment (e.g. magnification or Braille equipment for students with visual impairments and blindness or loop systems and individual equipment for students with hearing impairments and deafness);
 - providing more accessible course material;
 - providing special computer facilities (e.g. speech-recognition or speech-synthesising software);
 - providing a rest area.

Section 5 - Contraventions, changes and implementation

Article 20 - Contravening the regulations

If the study guide and/or any other regulations relating to the study programme and/or the examination programme prove to contravene these Teaching and Examination Regulations and the accompanying Implementation Regulations, precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the Implementation Regulations.

Article 21 - Changes to the regulations

1. Any changes made to these regulations are approved by the Dean by means of separate decisions, after consultation with the Service Teaching Users' Council.
2. No changes made will affect the current academic year unless it is reasonable to suppose that the interests of students will not be adversely affected.
3. Changes made in the regulations cannot lead to a modification of a decision already taken, which is detrimental to the student.

Article 22 - Publication of the regulations

1. The dean is responsible for finding a suitable way of publicising these regulations and the relevant Implementation Regulations, as well as any changes to the regulations.
2. In any case, the Course and Examination Regulations and the associated Implementation Procedure shall be displayed on the Faculty pages of the TU Delft website.

Article 23 – Entry into force

These regulations take effect on 1 September 2018

These regulations were approved by the Dean of the Faculty on 24 August 2018.

Appendix 1

Article 1 - Enrolment for courses

Students must register in advance for certain course components. Further details are given in the study guide and the page of the Blackboard electronic information system for the subject in question.

Article 2 - Assessment plan

The basis on which examination work is marked for each course, together with the applicable limiting conditions if any, shall be reported annually in the study guide..

Article 3 - Order during examinations

For the general regulations concerning the order during examinations the Rules and Guidelines of the Board of Examiners are referred to. The Rules and Guidelines of the study programme for which the student is enrolled apply.

Article 4 - Questions and assignments

1. The questions and assignments set in an examination shall not exceed the scope of the sources on which the examination material is based. The main lines of these sources will be announced before the start of the course leading up to the examination. Full details of the scope of the definitive examination material will be announced no later than a month before the date of the examination.
2. The questions and assignments of the examination shall cover the examination material as evenly as possible.
3. The examination shall be representative of the teaching objectives in both form and content.
4. The questions and assignments of the examination shall be clear and unambiguous, and shall be so formulated or contain such indications as to make it clear to the student how long and how detailed the answers should be.
5. At least three weeks before a written examination is held, the examiner will give the students the opportunity to study a written test of such an examination as well as model answers and the standards used in grading the work.

Article 5 - Grading examinations

1. The results of examinations shall be marked on the 10-point scale familiar from Dutch educational usage. The final mark for a given course shall be expressed in whole or half numbers. The final grade ≥ 6 implies that the student passed the course, <6.0 means that the student has failed the course.
2. The grading of written examinations will be done as much as possible on the basis of standards laid down in advance for grading and, if necessary, adjusted following the correction of the examination work.
3. The grading manner is transparent so that the student can verify the way in which the result of her or his examination was established when looking at her or his work.
4. If the examiner has good reason to believe that a student may not be the true author of the examination work handed in, he may carry out a supplementary investigation by asking the student to sit an additional oral or written examination.
5. If the examination consists of a paper, a project report or the results of an assignment that the student had to hand in to the responsible member of teaching staff, marking shall be completed within 15 working days unless the member of teaching staff in question states otherwise on Blackboard at the start of the course.

Article 7 - Transitional regulations

In case minors are cancelled or replaced by new minors or courses the following applies:

In order to be able to complete minors that started in 2015, there are two possibilities, depending on the components that were completed.

In case one of the minor courses has not been completed, these possibilities are:

1. This course is offered in a new minor. The course can be taken, after approval by the minor coordinator, in order to complete the original minor.
2. This course is not offered in a new minor.
Students will have to
 - find a substitute course, that has connection with the courses already completed.
 - apply for a free minor with the Board of Examiners of the own faculty (form: 'aanvraag goedkeuring vrije minor').

If necessary the programme director of the Service Teaching, R. Ortt can be contacted.

For more advice: contact the academic counsellor of the own programme.