

RULES AND GUIDELINES BOARD OF EXAMINERS

**under Article 7.12b, section 3 of
the Higher Education Act**

2018-2019

BACHELOR OF SCIENCE APPLIED EARTH SCIENCES

DELFT UNIVERSITY OF TECHNOLOGY

Table of contents

General	
Article 1 – Scope of applicability.....	4
Article 2 – Definition of terms	4
Article 3 – The Board of Examiners’ working method.....	4
Article 4 – Decisions taken by the Board of Examiners.....	3
Article 5 – Appointment of examiners, external examiners and ad hoc committees	4
Article 6 – Guiding standards for decision making	5
Article 7 – Fraud	5
Article 8 – Time limits for requests.....	6
BSc programme	
Article 9a – Drawing up the degree programme.....	6
Article 9b – Registering for degree audit and applying for degree certificate	6
Examinations	
Article 10 – Administering examinations	6
Article 11 – Online invigilated examination	7
Article 12 – Questions and assignments	7
Article 13 – Procedure during examinations	7
Article 14 – Assessment	8
Article 15 – Registering results.....	9
Article 16 –Retention of work and results	9
Exemptions	
Article 17 – Exemption application procedure.....	9
Article 18 – Official date of an exemption	9
Article 19 – Not applicable.....	9
Article 20 – Not applicable.....	9
Article 21 – Not applicable.....	9
Bachelor’s Final project	
Article 23 – Composition of assessment committee Bachelor’s Final Project	10
Article 24 – Working method of the assessment committee	10
Article 25 – Official date Bachelor’s Final Project	10
Article 26 – Not applicable.....	10
Curriculum components completed elsewhere	
Article 27 – Inclusion in the degree programme.....	10
Article 28 – Provision of information.....	11
Article 29 – Pass / fail rules governing Bachelor’s degree.....	11
Article 30 – Pass / fail rules governing the Bachelor’s Honours Programme	11
Conferring the predicate ‘cum laude’	
Article 31 – The predicate ‘cum laude’ Bachelor degree	11
Degree certificates and results achieved	
Article 32 – Degree certificate, transcript and supplement	12
Article 33 – Statement of results achieved	12
Appeal and final provisions	

Article 34 – Appeals against decisions of the Board of Examiners.....	12
Article 35 – Amendments to the Rules and Guidelines of the Board of Examiners.....	12
Article 36 – Unexpected circumstances.....	12
Article 37 – Entry into force.....	12

Abbreviations used

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

These Rules and Guidelines govern the Applied Earth Sciences Bachelor's degree programme of Delft University of Technology, referred to below as 'the Programme' or 'Programme'.

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 Civil Engineering Bachelor's Programme and the Applied Earth Sciences Bachelor's 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 is mandated to make standard decisions on the basis of the R&G, the TER with its annex 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 article 5, section 2 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 an assessment committee 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 a student who is experiencing or has experienced a study delay due to circumstances that are beyond the student's control.

Article 7 Fraud

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:
 - 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.
 - being in possession, during an examination, of aids (digital or otherwise), any notes, pre-programmed calculator, mobile phone, smart devices, book, syllabus, the use of which has not been explicitly 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;
 - impersonating someone else during an examination and/or have someone impersonate the student;
 - 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 enrolled in the MSc programme in Civil Engineering is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners. 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.
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, a to d, upon every group member.
9. The Board of Examiners will only take a decision as described in article 7, section 7 after the student(s) in question has/have been given the opportunity of being heard.

10. If there are well-founded suspicions of irregularities in general, but also including fraud prior to or during an examination, the Board of Examiners may declare the examination in question invalid for all, without it being possible to determine which individual students are concerned. The exam must be taken again in such a case. The Board of Examiners will set a new examination date in the shortest possible term. In this context, technical defects, including in the case of digital testing, can also be understood as irregularities on the basis of which the Board of Examiners can declare the examination invalid for all.

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 student's request within 40 working days after the request is received 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.

BSc programme

Article 9a 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 one 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 Article 9b, 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. In that case, the Student Administration may inform the student of its intention to put the student forward for the degree audit. The Student Administration will drop its intention when a student - within a reasonable period - indicates to wish to improve a result or wishes to supplement the 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 Online invigilated examination

1. An examination may be held with online invigilation
 - a. if the programme is given entirely online or
 - b. with the permission of the Board of Examiners if it concerns a one-off request owing to exceptional circumstances;
 - c. the student must register for the examination via the normal procedure.
2. If an examination takes place using online invigilation, the exam should be administered digitally entirely.
3. The location and the time schedule of examinations that are remotely proctored with an online system should 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. Ultimately two weeks before a written examination, the examiner will give the students the opportunity to familiarise themselves with sample examination questions and answers and the examination standards by which they have or will be assessed.
6. 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 Article 13, sections 2 and 3 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. 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 Examiners¹. The examiner may make an exception in this regard, provided this is announced on the virtual learning environment (Brightspace) ultimately one month before the exam.
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. Student may not take the examination assignments 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. Students 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 (no sooner than 30 minutes after the official start of the exam), the student must hand in the examination work to the examiner or invigilator.

Article 14 Assessment

1. When the answers to an examination in question are assessed by more than one examiner, the assessment will be made on the basis of the relevant predetermined standards, in accordance with the provisions of Article 14, section 3.
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, with due observance of the provisions contained in Article 14, section 1, 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 satisfactory
6.0	Satisfactory
4.5 – 5.5	Nearly satisfactory
3.5 – 4.0	Unsatisfactory
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. Results for each component may only be included if they are 5.0 or higher.
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.

¹ 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, and in connection with the re-accreditation of degree programmes successfully completed Bachelor's Final Project work and the related evaluation forms must be retained for at least seven years.
3. In the event that no result has been published, the period referred to in Article 16, section 1 will commence on the date on which the examination is held.
4. The results of examinations 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 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

Not applicable

Article 20

Not applicable

Article 21

Not applicable

Bachelor's Final Project

Article 22

Not applicable

Article 23 Composition of assessment committee Bachelor's final project

A committee will be appointed by or on behalf of the Board of Examiners for the assessment of the Bachelor's Final Project. That committee will consist of at least two examiners. The members of the assessment committee will in any event come from two different research groups of the degree programme.

Article 24 Working method of the assessment committee

1. The Bachelor's Final Project must be completed within the 10-week quartile in which the student begins working on it.²
2. The guide to the Bachelor's Final Project specifies the number of phases into which the work is divided.
3. The first phase concludes with a starting document that is assessed by the assessment committee. If the document is not approved, the student is not permitted to proceed with the Bachelor's Final Project in that quartile.
4. 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.
5. At the end of the final phase, the student submits the final report on the work and gives a presentation on it. Both the report and the oral presentation are assessed by the assessment committee. The final report must be submitted on a date that allows sufficient time within the quartile for the final assessment, for an oral presentation and for supplementary work that can be required within the meaning of Article 24, section 7.
6. 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
7. 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.
8. The student must ensure that a proper report is drawn up of the discussions and reviews with the assessment committee.
9. A student cannot participate in the Bachelor's Final Project (or part of it) more than twice in a period of five consecutive quartiles, the summer period being included as a quartile.

Article 25 Official date Bachelor's Final Project

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

Article 26

Not applicable

Curriculum components completed elsewhere

Article 27 Inclusion in the degree programme

1. The number of credits to be submitted for the degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the major degree programme (degree programme except for the minor) cannot exceed a total of 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.

² If a student is to work on the Bachelor's Final Project in the summer period, the term 'quartile' in this Article shall also mean 'the/a period of 8 weeks in the summer'.

Article 28 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.
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.

Pass and fail rules

Article 29 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 can deviate from the provisions of Article 29, section 1 in favour of the student. It will stipulate additional requirements if necessary.

Article 30 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 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 31 The predicate 'cum laude' Bachelor's degree

1. A student 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;
 - 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 40 credits in total. An exemption can be made when a student took courses at a university abroad;
 - c. the result for the Bachelor Final Project is at least 8.5;
 - d. no fraud has been committed;
 - e. 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 can decide to grant the designation 'cum laude' to a student who does not meet the requirements referred to in Article 28, section 1 if the student in question has shown exceptional skills in the degree programme in question.

Degree certificates and results achieved

Article 32 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 one of the members on behalf of 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). 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')The qualification will be mentioned on the degree certificate.

Article 33 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 32 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 33, section 1 must be requested from the Student Administration.

Appeal and final provisions

Article 34 Appeals against decisions made by the Board of Examiners

Appeals to the Examinations Appeals Board referred to in section 7.60 of the 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 35 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 36 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 37 Entry into force

These Rules and Guidelines will enter into force on 1 September 2018.

Adopted by the Board of Examiners on 9 July 2018.