

RULES AND GUIDELINES BOARD OF EXAMINERS

**under Article 7.12b, section 3 of
the Higher Education and Research Act (WHW)**

2018-2019

MASTER OF SCIENCE CIVIL ENGINEERING AND APPLIED EARTH SCIENCES

DELFT UNIVERSITY OF TECHNOLOGY

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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 Civil Engineering Master's degree programme and the Applied Earth Sciences Master's degree programme of Delft University of Technology, referred to below as the 'Programme'.

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 Master's degree programme and the Applied Earth Sciences Master's degree programme.

Article 3 The Board of Examiners' working method

1. In principle, the Board of Examiners meets once a month.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Secretary to the Board of Examiners is charged with the day-to-day affairs of the Board of Examiners and 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;
 - 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 or Applied Earth Sciences 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 article 7, sections 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 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.

MSc programme

Article 9a Drawing up the degree programme

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

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

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 20 working days before the intended date of graduation (date of presentation) in question is to be held.
2. The student must submit the final study programme to the Student Administration no later than the day on which the period referred to in section 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than five working days before the intended date of graduation.

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 entirely digitally.
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. Students 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. Student are not permitted to leave the examination room within 30 minutes after an examination officially starts. After 30 minutes, students may be given permission to temporarily leave and re-enter the examination room in urgent cases only and under the supervision of an invigilator. No more than one student may be absent at any given time.
 12. Before the student's final departure from the examination room, the student must hand in the examination work to the examiner or invigilator.

Article 14 Assessment

1. 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
5. 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.
6. 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.
7. 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,

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.

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.

8. If more than one result is earned for a subject, the highest result that has been earned will be valid.
9. 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.

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 exam is held.
4. The results of exams will be retained by the Student Administration for a period of at least 10 years.

Exemption

Article 17 Application procedure for exemption

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

Article 18 Official date of an exemption

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

Internships and project

Article 19 Internships

1. Before the internship commences, an internship agreement has to be closed between the internship coordinator, the examiner from the relevant subject area, the supervisor at the company or institution where the student is doing his or her Internship, and the student.
2. The internship agreement must at least detail the aims and contents of the practical training period.
3. The learning objectives stated in the study guide, form the basis for the assessment. The period of training will be assessed in its entirety.
4. The internship coordinator will determine whether the report meets the requirements laid down for the structure and production of the report as well as the student's own assessment of the internship. The company or institution supervisor will also be consulted.
The subject area examiner will assess the subject-related aspect of the report.

The internship coordinator will determine the final mark, also on the basis of the subject area examiner's conclusions and the recommendations made by the company or institution supervisor.

Article 20 Project

Multidisciplinary Project

1. In the Multidisciplinary Project manual an indication is given of the number of phases into which a project is divided.
2. The first phase must be rounded off with a work plan that has to be approved by the supervisory team after the initial assessment. If the work plan is not approved then a supplement must be added. The project cannot be pursued until the work plan has been approved.
3. Roughly mid-way through the second phase there will be a briefing when the group will be expected to present the results and the activities still to be carried out to the supervisory team.
4. At the beginning of the third phase the group will submit the draft final report.
5. The last phase will be rounded off with the production of the final report and a summary of that same report. Subsequently, during the final assessing, there will be an oral presentation of the final report and an evaluation report will be produced.
6. The student is expected to attend the initial assessment, the briefing and the final assessment and to be present at any other point deemed necessary by the supervisory team. If a student has no valid excuse for being absent at such times then the student can be banned from further participating in the project.
7. The work plan and the final report must be assessed by at least two examiners, one of whom must be the main supervisor.
8. When it comes to the final assessment, the work aspects definitely taken into consideration will be the following:
 - a. the quality of the final topic
 - b. how the various sub-topics have been integrated.
 - c. written reporting
 - d. oral presentation
 - e. the group process
9. The group result will also be the individual final result unless the main supervisor has sound reason to deviate from that in the case of one or more students in the group.
10. The group is responsible for ensuring that there is regular contact with the main supervisor, especially in instances where the project is being completed abroad.
11. The projects, carried out in one course year, are to be evaluated by one of the concerned professors, who will report to the Director of Education.

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.

Master's thesis project

Article 22 Procedure Master's thesis project

1. Before starting the Master Thesis Project, the student must complete the form CIE-1 respectively AES-1, which can be downloaded from internet. On the basis of that form the Student Administration will check on behalf of the Board of Examiners, whether the student complies with the requirements laid down for the Master Thesis Project. If everything is in order the student can report so to the coordinator linked to the chosen track, and further compile the master's examination programme.
2. The final assessment is the meeting during which the assessment committee's chairperson grades the results of the student's work. The accompanying presentation constitutes part of the final assessment and takes place preferably on the same day as the final assessment. The final assessment has to occur within four weeks (the months of July and August excluded) after the final thesis report has been handed in.

3. Before the final assessment can take place, the candidate has to upload the thesis in the text matching tool (Turnitin) for a plagiarism scan and notify the assessment committee of the outcome. The assessment committee will assess the results of the plagiarism scan at the so-called green light meeting.

Article 23 Composition of assessment committee Master's thesis project

1. The intended chairperson will propose a committee for the supervision and assessment of the Master thesis project. This committee will consist of at least three academic members of staff at Delft University of Technology, including the chairperson. The chairperson represents the track specialization of the MSc-candidate and has been appointed by the Board of Examiners as examiner.
The assessment committee's chairperson is responsible for the internal and external supervision.
On behalf of the Board of Examiners, the graduation coordinator of the track specialization has to approve the composition of the committee.
2. Additional requirements for the members of the assessment committee:
 - The chair person must be a (full) professor, associate professor or assistant professor;
 - At least two members, including the chair person, must belong to the academic staff of Civil Engineering and Applied Earth Sciences;
 - The members of the committee must represent at least two different sections;
 - At least two members must have a UTQ, a UTQ equivalent or an exemption, or must be active in acquiring an UTQ or equivalent;
 - At least two members of the committee must be (full) professor, associate professor, assistant professor or lecturer;
 - One member can be a researcher or PhD candidate only if the other members represent two different sections and if the researcher or PhD candidate has completed the module "Assessment and feedback for MSc projects (TLS)" of the Doctoral Education (DE) plan.The chairperson establishes the grade.
3. The assessment committee can be extended with the following additional members:
 - Anyone who is an academic member of staff at Delft University of Technology or at any other Dutch or foreign university;
 - External experts as described in Article 5, section 4.
4. The assessment committee for an international Applied Earth Sciences programme is formed in accordance with agreements made between the participating universities.
5. In exceptional cases, and upon request by the chairperson of the intended assessment committee, the Board of Examiners can grant an exemption to Article 23, sections 1-4.

Article 24 Working method of the assessment committee

1. As soon as the final study phase begins the assessment committee's chairperson will indicate to the student which members of the assessment committee are directly involved in the student's supervision.
2. In consultation with the chairperson and the daily supervisor, the student must draw up a work plan which at least describes the subject and the approach and which gives a list of contents. The work plan must also contain a time schedule with dates for the interim meetings and the final presentation.
3. The work plan must be approved by the assessment committee. If it is not approved, supplementary material must be supplied. Implementation cannot start until the work plan has been approved.
4. The date of approval of the work plan marks the official start of the Master Thesis Project. The coordinator will monitor the schedule.
5. Significant changes in the work plan must be approved by the assessment committee.
6. During the final study phase there must be at least one interim meeting with the assessment committee to gauge the progress being made.
7. Before a presentation date can be agreed, the student must have completed all the other examination programme obligations and present the draft report to the complete assessment committee (the so-called green light meeting).
8. The examiner in the assessment committee from the other section must at least participate in the deliberations from the moment of the assessment of the draft report text referred to in Article 24, section 7.
9. After the student has received the assessment committee's approval the student must arrange a presentation date.

10. The final assessment and the presentation of the Master Thesis Project should be preferably planned for the same day. At least two of the three academic staff members of the assessment committee, one of whom must be the chairperson, have to be present at the time of the presentation.
11. Members of the assessment committee who are unable to be present at the time of assessment should react in writing, possibly by email, to the report received from the student beforehand. The reaction has to be addressed to the chairperson.
12. Each time the assessment committee evaluates matters, the student must compile an official report and post or mail it to the assessment committee for approval. If after a week no reaction has been received, he or she can assume that the agreements detailed in the report have been accepted.
13. In assessing the Master Thesis Project the assessment committee must use the Master Thesis grading sheet.
14. The chairperson is responsible for the assessment and determines the final mark after close consultation with the other committee members. The student will not be notified of the procedure that led to the determination of the final mark.
15. The assessment committee will ensure that, provided the level of the Master Thesis Project is high enough, the time devoted to the work involved will not be greater than the study load in terms of the allocated number of credits.
16. The coordinator or a member of the assessment committee appointed in conjunction with the coordinator is responsible for ensuring that the relevant Teaching and Examination Regulations and the Rules and Guidelines laid down by the Board of Examiners are adhered to, in particular whether the commencement stipulations are observed, the subsequent procedures are followed, and the Master Thesis Project is assessed according to uniform norms.
17. The coordinator must keep a record of how long the student has worked on the Master Thesis Project. If this has not been completed within a year, then the coordinator will ask the student and the assessment committee's chairperson why that is so. If the student subsequently does not progress fast enough, the coordinator will notify the Board of Examiners.
18. If the Board of Examiners is notified pursuant to Article 24, section 17, it will ask both the assessment committee and the student to elucidate matters in writing and to further explain how the process can be completed. The Board of Examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully round off his or her studies will arise. In such cases students are required to find a new thesis topic and restart the graduation process.

Article 25 Official date of result Master's thesis project

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

Article 26 Additional Master Thesis Project

1. The Additional Master-Thesis Project should be distinguishable from the normal Master Thesis Project.
2. The Additional Master-Thesis Project must be assessed by at least two examiners from the academic staff at Delft University of Technology. One of them, being a professor, an associated professor or an assistant professor in the Civil Engineering or Applied Earth Science Master programme, is responsible for the assessment and determines the grade only after close consultation of the other examiner. The examiner who is responsible for the assessment has a UTQ or is active in acquiring it.
At least one of the two examiners must have a permanent position.
When the Additional Master Thesis Project is assessed the following aspects will be taken into consideration.
The final mark will be determined using the additional thesis grading sheet.
 - a. Scientific approach:
 - theoretical profundity
 - state of the art description and literature study
 - scientific argumentation
 - quality of experimental work and design
 - creativity
 - b. Quality of result:
 - scientific reflection and judgment
 - utilization of result
 - extension of methods

- quality of abstract
 - amount of work
 - c. Behavioral competencies
 - initiative
 - responsibility
 - communicative skills
 - independency
 - time planning
 - d. Quality of written presentation
 - structure and consistency
 - acknowledgement of sources
 - English proficiency
3. The student must register his Additional Master Thesis Project by submitting an application to the additional thesis coordinator.
 4. The additional thesis coordinator is responsible for the administration of the final mark. The final mark will only be registered in the educational registration program (Osiris) when all the requirements – the report and the original assessment form must be handed in – are met.

Curriculum components completed elsewhere

Article 27 Inclusion in the degree programme

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

Article 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 (to be handed over as well).
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the study load (credits) and whether the result(s) is/are sufficient according to the grading table of the university abroad.

Pass/fail rules for programmes

Article 29 Pass/fail rules governing Master's degree

1. To obtain the Master's degree, students must:
 - have obtained a pass (V), an exemption (VR) or a mark of 6.0 or higher for every course.
2. In special cases, the Board of Examiners may deviate from the provisions of article 29, section 1 in favour of the student. It will stipulate additional requirements if necessary.

Article 30a Pass/fail rules governing the Master's Honours Programme

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

1. gaining a pass (V), an exemption (VR) or a mark of 6.0 or higher for every course in the Master's Honours Programme;
2. The total duration of study of the Master's degree programme and the Master's Honours Programme does not exceed two 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.

Article 30b Pass and fail rules governing annotations

The student has passed an annotation as set out in Article 13A – 13G of the Master's Programme Teaching & Education Regulations Civil Engineering respectively the Articles 8 and 9 of the Master's Programme Teaching & Education Regulations Applied Earth Sciences if the student has achieved a pass (V), an exemption (VR) or a mark of 6.0.

Article 30c The pre-master's pass and fail rules for students from higher vocational institutes (HBO) or other deficiency programmes

1. The student meets the requirements for the degree audit once the student has obtained: a pass (V), an exemption (VR) or a mark 6.0 or higher for every component.
2. In special cases, the Board of Examiners can deviate from the provisions of Article 30c, section 1. It will stipulate additional requirements if necessary.

Conferring the predicate 'cum laude'

Article 31 The predicate 'cum laude' Master's degree

1. A student may receive the predicate 'cum laude' for the Master's degree if the following requirements have been met:
 - a. the weighted average of the results in terms of credits from the modules, excluding the Master's thesis project, is at least 8.0; passes (V) and exemptions (VR) will not be taken into consideration;
 - b. the number of credits from the courses 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 Master's thesis 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 3 years, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations;
2. In special cases, the Board of Examiners may decide to grant the designation 'cum laude' to a student who does not meet the requirements referred to in Article 31, section 1 if the student in question has shown exceptional skills in the degree programme in question.
3. Contrary to Article 31, section 1, students in the international tracks Applied Geophysics and Resource Engineering of the Applied Earth Sciences programme have to be nominated for a "cum laude" to the Board of Examiners by the assessment committee, stating its reasons, on the grounds of the candidate's outstanding performance during the degree programme.

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 diploma supplement in English will be provided when the degree certificate is issued, which will indicate the results achieved. A diploma supplement in Dutch can be obtained from the Student Administration upon request.

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

Article 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 shall enter into force on 1 September 2018.

Adopted by the Board of Examiners on 9 July 2018