

# Rules and Regulations of the Board of Examiners (Art. 7.12 WhW) 2023-2024

## Bachelor's degree programmes

Electrical Engineering  
Computer Science & Engineering  
Technische Wiskunde  
EEMCS minors

## Master's degree programmes

Applied Mathematics  
Computer and Embedded Systems Engineering  
Computer Science  
Electrical Engineering  
Sustainable Energy Technology

This is a translation. The Dutch version has legal validity.



# Table of contents

.....	1
Table of contents .....	2
General .....	4
Article 1 – Scope of applicability .....	4
Article 2 – Definition of terms.....	4
Article 3 – The Board of Examiner’s working method .....	4
Article 4 – Decisions taken by the board of examiners.....	5
Article 5 – Examiners, external examiners and ad hoc committees .....	5
Article 6 – Standards .....	5
Article 7 – Language.....	6
Article 8A – Fraud .....	6
Article 8B – Disciplinary measure in the event of an irregularity or suspected irregularity.....	7
Article 9 – Time limits .....	8
Registering and withdrawing .....	9
Article 10.....	9
Article 11.....	9
Article 12 – Registering for degree audit and applying for degree certificate .....	9
Article 13 – Withdrawal from the degree audit.....	10
Examinations and practicals.....	11
Article 14A – Taking written and oral examinations .....	11
Article 14B – Online proctored examination.....	11
Article 15 – Questions and assignments .....	11
Article 16 – Procedure during examinations.....	11
Article 17 – Assessment .....	12
Article 18 – Registration and publication of examinations and practical results.....	14
Article 19 – Official date of completed examinations and practicals.....	14
Article 20 – Retention of work and results .....	15
Exemptions/Curriculum components completed elsewhere .....	16
Article 21 – Exemption application procedure .....	16
Article 22 – Official date of an exemption .....	16

Article 23 – Inclusion in the degree audit programme .....	16
Article 24 – Provision of information regarding curriculum components taken elsewhere .....	16
Further rules governing internships and projects .....	18
Article 25 – Internships .....	18
Article 26 – Projects .....	18
Article 27 – Official date of internship and project results .....	18
Further rules Individual Double Degrees Master .....	19
Article 28 – Individual Double Master’s Degree programme.....	19
Further rules governing thesis projects .....	20
Article 29 – The thesis project .....	20
Article 30 – Composition of the assessment committee .....	20
Article 31 – Working method of the assessment committee .....	21
Article 32 – Official date of the thesis project .....	21
Pass/fail rules.....	22
Article 33A – Pass/fail rules governing degree audits.....	22
Article 33B – Pass/fail rules governing the Honours Programme .....	22
Conferring the designation ‘with distinction’ .....	24
Article 34 – The designation ‘with distinction’ .....	24
Degree certificates and results achieved .....	26
Article 35 – Degree certificate, transcript, supplement.....	26
Article 36 – Statement of results achieved .....	26
Appeal and final provisions.....	27
Article 37 – Appeals against decisions made by the Board of Examiners .....	27
Article 38 – Amendments to the rules and guidelines of the Board of Examiners .....	27
Article 39 – Unexpected circumstances.....	27
Article 40 – Entry into force .....	27

# General

## Article 1 – Scope of applicability

These Rules and Guidelines govern the Bachelor's degree programmes in Technische Wiskunde, Computer Science & Engineering and Electrical Engineering, referred to below as the Bachelor's degree programme or programmes and the Master's degree programmes Applied Mathematics, Computer and Embedded Systems Engineering, Computer Science, Electrical Engineering and Sustainable Energy Technology of the faculty EEMCS of Delft University of Technology, referred to below as the 'Master's Programme' or 'Master's Programmes'. The Bachelor's and Master's programmes are referred to collectively as the programme or programmes.

Responsibility for the quality of the examinations (and practical assignments) of the minor lies with the Board of Examiners of the programme(s) to which the minor belongs. Responsibility for the minor students lies with the Board of Examiners of the Bachelor's programme in which they are enrolled. If a minor does not belong to a particular programme, it is up to the coordinating faculty to determine which Board of Examiners the minor should be assigned to, with the understanding that this Board of Examiners is also responsible for the quality of the minor examination (and practical assignments). The responsibility for minor students who are not enrolled in a Bachelor's programme is borne by the Board of Examiners referred to in the previous sentence.

## Article 2 – Definition of terms

1. The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek) and Article 2 of the Bachelor's Programmes Teaching and Examination Regulations, referred to below as TER BSc, apply to the Bachelor's and Minor programmes.
2. The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek) and Article 2 of the faculty EEMCS Master's Programmes Teaching and Examination Regulations, referred to below TER MSc, apply.

## Article 3 – The Board of Examiner's working method

1. The Board of Examiners meets at minimum four times a year.
2. The Board of Examiners may mandate certain clearly defined duties.
3. The chair and/or the secretary is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners decide jointly which of them shall represent the chairman during his or her absence.
5. The meetings are not public.
6. In the event that a student submits an application or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned will have no involvement in the handling of the application or complaint and is temporarily excluded from the meeting.
7. A report will be drawn up regarding the matters discussed at meetings.

8. Every year, the Board of Examiners compiles a report on its activities in the previous academic year and sends this report to the Dean.
9. For each of the programmes the Dean establishes an examination sub-committee which consists of members of the staff responsible for education in the relevant programme<sup>1</sup>. One or two members of the examination sub-committee are also member of the board of examiners.
10. The board of examiners can mandate tasks to the examination sub-committees. Mandate is given for taking decisions related to individual students who belong to the authority of the examination sub-committee as governed in the law and/or as determined in these Rules and Guidelines.
11. Sub-committees of the Board of Examiners meet in principle once a month.

#### Article 4 – Decisions taken by the board of examiners

1. The Board of Examiners' rulings are based on a simple majority vote.
2. If the votes are equally divided the Chairman of the Board of Examiners will have a casting vote unless the votes were cast by ballot.
3. If votes cast by ballot are equally divided, then a second vote by ballot will be held; if the votes are once again equally divided, the proposal being voted upon will be rejected.

#### Article 5 – Examiners, external examiners and ad hoc committees

1. The Board of Examiners explicitly appoints examiners for each course before the start of each academic year. These appointments are listed<sup>2</sup>. The appointed examiners are mandated to administer examinations and determine grades (as is their legal duty)<sup>3</sup>.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be for a maximum period of two years, with the option to extend this period each time by a maximum of a further two years.
3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as referred to in Article 30.

#### Article 6 – Standards

The Board of Examiners or the examiner will use the following standards as a guideline when making decisions and will weigh the various standards against each other in the event of any inconsistency:

1. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
2. efficiency, with the goal of:
  - a. limiting study delays of students who are making good progress in their studies;

---

<sup>1</sup> For the SET subcommittee, the committee's appointment policy is described in more detail in the decision list register of the subcommittee.

<sup>2</sup> As stated in the Higher Education and Research Act, article 7.12c.

<sup>3</sup> The sub-committee of the Board of Examiners for Sustainable Energy Technology (SET) deviates from what is described here. The sub-committee for SET mandates as examiners those members of the faculty (tenured or appointed on a tenure track position), employed by the university responsible for the degree programme, and teaching a part of the degree programme.

- b. persuading a student to drop out of the programme with as little loss of time as possible if it has become unlikely that the programme will be completed within a reasonable period of enrolment;
3. warning students and taking appropriate action if they are in danger of taking on an excessive study load;
4. leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

## Article 7 – Language

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred in Article 9.3 TER BSc and TER MSc, must substantiate that request.
2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.

## Article 8A – 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.
2. In any case, examples of fraud are:
  - copying the work of others and presenting it as your own (plagiarism), either intentionally or by mistaken omission of (proper) referencing;
  - being in possession of aiding tools during an examination (cheat sheet, pre-programmed calculator, mobile phone, books, syllabi, notes (and markings) in books for an open book exam), that are not explicitly allowed;
  - making use of (digital) aiding tools during the examination in another way than is explicitly allowed;
  - peeking at another student's examination sheet, or exchanging information outside the examination room with another student;
  - impersonating someone else during an examination (as well as allowing someone to impersonate oneself);
  - obtaining, prior to the date and time of the examination, assessment questions of the examination.
3. Whenever a student is suspected of fraud, the matter will be dealt with by the Board of Examiners of the degree programme in which the student is enrolled. If the Board of Examiners receives a complaint relating to fraud about a student who is enrolled in a different degree programme, it will immediately forward the complaint to the Board of Examiners of the relevant degree programme<sup>4</sup>. In the case of fraud committed in group work involving students from different degree programmes, the relevant Boards of Examiners will decide 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.

---

<sup>4</sup> This specifically relates to complaints against students regarding (alleged) fraud; in case of complaints made by students relating to assessment who are enrolled in another degree programme (and/or faculty), the (sub)Board of Examiners of the other degree programme will be contacted to discuss the matter and agree which Board of Examiners will formally handle the procedure. A joined committee may be formed in complicated cases.

4. If fraud is discovered or suspected during an examination, the examiner or invigilator will immediately inform the student and record the incident as quickly as possible in a written report. The student will be allowed to finish the examination. The written report will be added to the student's completed examination. The examiner or invigilator may request the student to make evidence available. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted by the examiner to the Board of Examiners immediately.
5. If fraud is discovered or suspected other than during an examination is being taken, the examiner will record the incident in writing as soon as possible. The report and any evidence will be submitted by the examiner to the Board of Examiners immediately.
6. The Board of Examiners will give the student an opportunity to add written comments to the report drafted by the examiner or invigilator.
7. The Board of Examiners will, in case of fraud, decide whether a mark will be issued for the relevant examination or practical, barring exceptional cases. In the event the mark has been announced or registered before the fraud was determined, the Board of Examiners will decide whether to retract the mark and declare it invalid, with the exception of exceptional cases.
8. The Board of Examiners will make a decision with respect to the fraud case and can impose the following sanctions on the student depending on the gravity of the case:
  - a. 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.

When determining the gravity of the fraud, prior incidents of fraud will be taken into account.

In the event of serious fraud, the Board of Examiners is entitled to submit a proposal to the Executive Board that the student's enrolment in the degree programme be terminated.

9. If the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose one of the sanctions referred to in subsection 8 (a to d) upon every member of the group.
10. The Board of Examiners will not make a decision as referred to in subsection 8 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that no fraud has been committed.
11. The Board of Examiners informs the student of the decision and will in addition point to the possibility to appeal against the decision.
12. Established cases of fraud will be recorded in the student's personal file. Access to this file is limited to the Board(s) of Examiners and to the Academic Counsellors of the Faculty of EEMCS.

## Article 8B – Disciplinary measure in the event of an irregularity or suspected irregularity

1. Prior, during or after an examination, the Board of Examiners may decide that the examination must be taken in a different way or retaken at a different time in the event of any irregularity or if there are reasonable grounds for suspicion, such as:
  - a. large-scale or organised fraud that renders the examination results untrustworthy and where it is not (yet) possible to determine which individual students are involved;

- b. a technical failure during the examination that renders the results untrustworthy.
  - c. a circumstance that interferes with the examination proceedings in an extreme manner.
- 2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination invalid for a single, several or all participants.
- 3. The result of an examination can be declared invalid if the student fails to comply to the examination regulations and procedures either during the taking of an examination or while handing in the examination. This includes:
  - a. not complying to the examination instructions,
  - b. withdrawal from checks and
  - c. anti-fraud measures and/or not complying to rules of conduct as stated in the Rules of procedure for examinations.
- 4. The Board of Examiners may decide that the examination must be retaken in another form and/or on another moment. The Board of Examiners is responsible for setting the time frame for the new examination.
- 5. The stipulations mentioned in this article concerning examination also apply to practical exercises.
- 6. The examiner should report irregularities to the Board of Examiners as soon as possible.

## Article 9 – Time limits

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



# Registering and withdrawing

## Article 10

Expired

## Article 11

Expired

## Article 12 – Registering for degree audit and applying for degree certificate

### **Bachelor's degrees**

1. Registration for a degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 20 working days before the meeting for the audit is due to be held.
2. The final study programme must be submitted to the Student Administration no later than the day in which the period referred to in subsection 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than five working days before the meeting for the degree audit in question.
4. The Student Administration has the possibility of putting a student forward for a degree audit if it has established that the student has met all obligations. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Administration will retract its intention if the student submits a request to that effect within the designated time period. This request will be honoured until the end of the current academic year.

### **Master's degrees**

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 30 working days before the planned date of graduation. For the MSc programme Sustainable Energy Technology the term of at least 20 working days applies, as formulated above under Article 12, section 1 (BSc).
2. The final study programme needs to be approved by the Board of Examiners no later than the day on which the period referred to in subsection 1 commences.
3. All requirements, with exception of the thesis project, must be met and all results must have been submitted to the Student Administration no later than five working days before the meeting for the degree audit in question. For the MSc Sustainable Energy Technology the regulations in Article 12, section 3 (BSc) apply.
4. The Student Administration has the possibility of putting a student forward for a degree audit if it has established that the student has met all obligations for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Administration will retract its intention when the student indicates within the specified period that he/she wishes to improve a result or to supplement his/her examination programme. In that case, the student will have the opportunity to do so during the rest of the current academic year.

### Article 13 – Withdrawal from the degree audit

1. Withdrawal from a degree audit is possible up to the day before the meeting for the audit in question is due to be held; this is arranged with the Student Administration.
2. Any student who has withdrawn from an examination or a degree audit should re-register on a subsequent occasion, in accordance with the provisions of Article 12.

# Examinations and practicals

## Article 14A – Taking written and oral examinations

1. In special cases the Board of Examiners may allow a student to take an examination in another form than a written examination. A request to take an oral examination instead of a written examination must be substantiated.
2. An oral examination will preferably be conducted by two examiners; this will always be the case when requested by the student. This request must be submitted to the lecturer at least 5 working days before the oral examination.
3. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.
4. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time and the way in which the result of the examination is indicated may be changed. The Board of Examiners will decide on this matter in consultation with the examiner.

## Article 14B – Online proctored examination

An examination can be administered using online proctoring

1. if no other means of examination is reasonably possible, and
2. if this takes place in accordance with the TU Delft Online Proctored Examination Regulation.

## Article 15 – Questions and assignments

1. The questions and assignments covered by an examination will not include material that is not part of the sources disclosed in advance and from which these questions and assignments are derived. 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 administered.
2. The questions and assignments contained in an examination should be a well-balanced representation of the materials studied.
3. The examination will reflect the content and form of the course objectives.
4. The questions and assignments will be clear and unambiguous. The method of assessment is to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be.
5. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.

## Article 16 – Procedure during examinations

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the examinations and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. When supervising an examination in an examination room, the

invigilators will observe the Rules of procedure for examinations which will be available in the examination location.

2. At the request of the Board of Examiners the student will be required to identify him/herself using his/her student ID or other valid proof of identity (a passport, ID card or driving licence).
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 and the instructions that are given during the examination or immediately after it has ended.
4. A student who does not comply with the provisions contained in or pursuant to the second and third subsection 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. The student immediately writes down his/her name on all papers. Only work written on examination paper will be graded. However, the student must bring his/her own writing and drawing materials.
6. If the use of a calculator or other aiding tools is permitted during an examination, the student must bring his/her own calculator or other aiding tools, which must be in compliance with the function limits indicated by the examiner.
7. During an examination the student may not have in his/her possession nor may he/she consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
8. During an examination the student may not use any pre-programmed calculators, computers, mobile telephones, smart watches or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
11. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Students are not allowed to participate in an examination 30 minutes after the examination has started.
13. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
14. Before the student's final departure from the location where the examination is being held (30 minutes after the examination has started) the student must hand in the examination work, on which he/she has written his/her name and student number on each page, to the examiner or invigilator.

## Article 17 – Assessment

1. The assessment method, including the weighing of components, is to be transparent such that the student can establish how the result was reached.
2. Written examinations will be assessed on the basis of model answers and standards that have been laid down in writing in advance and may be revised during correction. When the same examination is

administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant (and identical) predetermined standards, as stated in the previous sentence.

3. A result will be indicated by a mark, a V (voldaan - pass), an O (onvoldoende - fail), a VR (vrijstelling - exemption)<sup>5</sup>, or NVD (niet voldaan – insufficient).
4. A final mark will be expressed in a whole mark or a half mark on a scale from 1.0 to 10.0.

The meaning of the marks is as follows:

Grade	Meaning
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	Poor
1,0 – 3,0	Very poor

5. When rounding final marks to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
6. If a subject consists of more than one component, the course description in the study guide will indicate how the final mark will be determined. The following provisions apply in this respect:
  - a. The mark for a component of a course will be expressed in tenths, in which case hundredths greater or equal to 0.05 are rounded up and hundredths smaller than 0.05 are rounded down; passing final grade for a course can only be earned when for all mandatory component examinations and practicals of that course at least a 5,0<sup>6</sup> is earned; and
  - b. the (weighted) average grade for all components, rounded to tenths, is at least a 5,8<sup>7</sup>. In the event of a lower mark, no final mark will be given, but instead an NVD will be registered as the final result.
7. Final marks that are earned in another degree programme at this or another Dutch university will be adopted as they have been given, as a whole figure, half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. If the grade that results in a pass at the other degree programme at this or another university is lower than 5.8 that result is converted to a 'V' (pass).

<sup>5</sup> Also, the abbreviation 'NV' can be noted in Osiris; this is an administrative abbreviation for 'not attended' ('Niet Verschenen').

<sup>6</sup> In situations where there is a single resit examination, which covers all learning goals of the course, it is still possible to achieve a passing final grade, regardless of any component grades below 5.0 earned earlier.

<sup>7</sup> The average of all components of a course, rounded to tenths, should, for the final grade, be rounded to a whole or a half mark, whereby (see the rules for rounding above) equal or higher than x.75 should be rounded up.

8. Final marks that are earned in another degree programme at a foreign university will be adopted as a 'V' (pass)<sup>8</sup>. Additionally, the stipulations in article 23 apply.
9. The provisions of sub-section 7 also apply to courses provided by another university that are administered under a Delft course code.
10. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit, with the understanding that in the case of a 'pass' and a 'satisfactory' mark or higher, only the mark applies.
11. Homework assignments in the first year of the BSc programme will, in principle, not be assessed summatively. Depending on the study programme one or multiple options for (formative) assessment are available<sup>9</sup>.
12. If a student is able to demonstrate that examination work they have submitted has been lost as a result of act or omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

### Article 18 – Registration and publication of examinations and practical results

1. Article 19 TER BSc and TER MSc determines the manner in which the results of an examination will be published.
2. The examiner will send the results of examinations to the Student Administration for registration, indicating the date on which the written or oral examination was held.
3. If practicals have been arranged as separate components, the examiner will send the results of those components to the Student Administration for registration, indicating the date on which the practical was completed.
4. The examiner may lay down further rules with respect to the final date on which a report may be submitted or on which a practical must be completed. These rules must be included in the course overview contained in the digital study guide. The deadlines will be published by no later than when the module starts.

### Article 19 – Official date of completed examinations and practicals

1. The official date of an examination will be the date on which the written or oral examination was administered.
2. The date of a practical will be the date on which the final report is submitted or the oral final presentation is held, or, if there is no report or final presentation, the date on which the practical ends.

---

<sup>8</sup> This does not apply to (final) grades earned in the context of Joint Education Programmes (Cloud Computing and Services, Computer Simulation for Science and Engineering, Digital Media Technology, European Wind Energy Master en Microelectronics (Fudan University/Tsinghua University) where foreign universities are involved in the education. (Final) grades earned in the context of Joint Education Programmes will be converted to Dutch denominations, on the basis of established conversion tables.

<sup>9</sup> For Electrical Engineering in the first year of the BSc examiners can apply a bonus rule ( $C = T + R \times (10-T) / 100$ ). For applied mathematics in the first year of the BSc only feedback (no grades) can be given. For Computer Science & Engineering in the first year of the BSc the rule applies that the final grade can be composed for a maximum of 20 percent of unsupervised assignments. Examiners can also choose to either apply the bonusrule (see above) or give (only) feedback.

## Article 20 – Retention of work and results

1. Due to the possibility of appeal proceedings, student work that has been assessed, must be retained for at least two years after the results have been published. The assessed work is in any case, but not exclusively, defined as: the associated examinations and the model answers and standards established in writing.
2. In connection with the re-accreditation of the degree programme, in contravention to subsection 1, successfully completed theses and the related evaluation forms must be retained for at least seven years.
3. By way of derogation of Section 1, three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published. In the event that no result has been published, the aforementioned period will commence on the date on which the exam is held.
4. The results of examinations will be retained by the Student Administration for a period of at least 10 years.

# Exemptions/Curriculum components completed elsewhere

## Article 21 – Exemption application procedure

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 his/her application.

## Article 22 – 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 23 – Inclusion in the degree audit programme

1. The total number of credits to be submitted for a degree audit and that are derived from components for which an exemption has been granted and from curriculum components completed outside the degree programme may not exceed a total of 40.
2. The examination board has the authority to deviate from the above provisions in favor of the student if deemed necessary.

## Article 24 – Provision of information regarding curriculum components taken elsewhere

1. In the event that a student has completed approved components taken outside the degree programme, the student is responsible for ensuring that the competent authority issues a statement indicating the component in question by name and in so far as applicable by subject code, the associated study load (credits), the results, the date on which the results were earned and the date on which the statement was issued. In the event that the student has completed approved components at a foreign university, the student is additionally responsible for ensuring that an assessment table of this foreign university is provided, and handed in at the Board of Examiners of the degree programme for which the student is registered.
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the scope in credits, as well as to determine whether the result can be qualified as a 'V' (pass), according to the assessment table provided by the foreign university.
3. A student who takes a component elsewhere must provide relevant information about this to the Board of Examiners. Relevant information is defined as, where applicable: the progress made in the part of the course in question, the assessment (also if a fail) by the competent authority and a decision concerning fraud. The Board of Examiners is authorised to request and obtain this information from this authority.



4. Courses successfully completed elsewhere will only be included in the programme if they were completed during the period in which the student was enrolled on the degree programme. For courses successfully completed elsewhere outside the period the student was enrolled in the degree programme, an exemption must be applied for.

# Further rules governing internships and projects

## Article 25 – Internships

If applicable, detailed rules regarding internships are formulated in the implementation regulations (IR) of the Teaching and Examination Regulations (TER) of the degree programme.

## Article 26 – Projects

Within projects the students can be assessed as a group but they can also be assessed individually. For further governing rules for projects, please refer to the relevant course descriptions in the digital study guide.

## Article 27 – 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. In case both are compulsory, the date the last requirement has been met applies.

# Further rules Individual Double Degrees Master

## Article 28 – Individual Double Master’s Degree programme

1. A student is only allowed to enter an individual Double Master’s Degree programme<sup>10</sup> if the following requirements are met:
  - a. student has earned a cum laude (‘with distinction’) Bachelor diploma (a by credit points weighted unrounded average of 8.0 for all courses in the programme, with the exception of the thesis project, and a minimum grade of 8.0 for the thesis project, see also article 34) or equivalent;
  - b. student has been allowed entry in the study programme by the admission committee. If applicable<sup>11</sup>:
  - c. student has a GPA of 8.0 or higher for all courses taken in the first Master programme prior to starting the second Master programme.
  - d. The (sub)Board of Examiners can exceptionally decide to deviate from the requirements as stated in 1a, 1b and 1c.
2. The number of credits allocated to the thesis work (both degree programmes combined) may not exceed 60 EC.
3. The thesis defence can be separate for each degree programme (two sessions) or combined (one session). The (sub)Board of Examiners shall decide.
4. It is not allowed to combine three or more Master degree programmes.
5. The general requirements for the individual Double Master’s Degree programme still apply<sup>12</sup>.

---

<sup>10</sup> In a general sense, students are free to enrol in multiple master’s programs, but in that case all the conditions of these individual master’s programs must be met in full. This is separate from the Double Degree Master programme as referred to in this article, of which the general conditions are described on <https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/education/double-degrees-msc/>.

<sup>11</sup> The stipulation that follows is only relevant/will only apply if it is not possible to determine whether a student has completed a BSc study programme with distinction or equivalency (this can be the case for certain degree’s completed abroad).

<sup>12</sup> See <https://www.tudelft.nl/en/student/faculties/eemcs-student-portal/education/double-degrees-msc/>.

# Further rules governing thesis projects

## Article 29 – The thesis project

### **Bachelor's thesis project**

The Thesis Committee will assess the Master's Thesis based on the quality of the work, the individual performance during the project, the quality of the thesis report and the oral presentation and defence.

### **Master's thesis project**

The Thesis Committee will assess the Master's Thesis based on the quality of the work, the performance during the project, the quality of the thesis report and the oral presentation and defence.

## Article 30 – Composition of the assessment committee

### **Bachelor's thesis project**

A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Bachelor's Thesis Project. This committee will consist of at least two members of the scientific staff (including tenure trackers, lecturers and assistant, associate and full professors), of whom at least one is appointed as an examiner. The responsible supervisor and a member of the academic staff with a different area of expertise than the supervisor are included in the committee.

### **Master's thesis project**

1. A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Master's Thesis Project. This committee will consist of at least two<sup>13</sup> and at most three core members:
  - a. the chair (a full professor or associate professor of the faculty),
  - b. a full professor, associate or assistant professor of the faculty, and, in case of a third core member:
  - c. a full professor, associate or assistant professor or an external expert<sup>14</sup>.
2. The core (members) should reflect the specific expertise pertaining to the study programme of the student. One of the core members must be from a different field<sup>15</sup> and is a full professor, associate or assistant professor of a university. There may be additional members from the ranks of researchers, PhD students and internal and external experts. The core members, appointed by the Board of Examiners, determine the thesis grade.
3. If the Master's Thesis Project was performed in a collaborating research group of a different faculty, then the chair or the second core member can also be from this research group.
4. The Board of Examiners appoints the thesis committee on recommendation of the full or associate professor responsible for graduation at least three months before the planned graduation<sup>16</sup>.

---

<sup>13</sup> For the MSc SET: if only two core members are present, at least one of them should be from the 'Green list' (used by the SET BoE subcommittee).

<sup>14</sup> The MSc SET differs with respect to the inclusion of an external expert: this is not allowed for the SET assessment committees.

<sup>15</sup> For MSc CS the requirement differs: at least two core members should be from two different research groups **within the faculty**.

<sup>16</sup> For MSc SET the requirements are no later than two months before the planned graduation, see:

<https://www.tudelft.nl/en/student/eemcs-student-portal/education/graduation-msc/composition-thesis-committee>

## Article 31 – Working method of the assessment committee

### **Bachelor's thesis project**

There are no additional rules.

### **Master's thesis project**

In case of an excellent student (student nominated for a 10) the chair of the thesis committee will consult the chair of the (sub)committee of the Board of Examiners at least 5 working days before the defence is due. In this case the chair of the (sub)committee of the Board of Examiners can add an extra member to the thesis committee.

## Article 32 – Official date of the thesis project

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

# Pass/fail rules

## Article 33A – Pass/fail rules governing degree audits

### **Bachelor's degree audit**

1. The student will have completed the Bachelor's degree audit if the following requirements have been met:
  - a. result has been earned for all courses: a mark, a pass (V) or an exemption (VR);
  - b. none of the marks may be lower than 6.0.
2. The method of assessment will be transparent so that the student can establish how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of subsection 1. It will stipulate additional requirements if necessary.

### **Master's degree audit**

1. The student will have completed the degree audit once the following requirements have been met:
  - a. a result has been earned for all courses in the IEP: a mark, a pass (V) or an exemption (VR);
  - b. none of the marks may be lower than 6.0
2. The method of assessment will be transparent so that the student can establish how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of subsection 1. It will stipulate additional requirements if necessary.

## Article 33B – Pass/fail rules governing the Honours Programme

### **Honours Programme Bachelor**

The student will have completed the Honours Programme Bachelor<sup>17</sup>, if::

1. A pass mark has been achieved for all subjects in the Honours Programme Bachelor; and
2. the duration of study for the Bachelor's degree programme and the Honours Programme Bachelor together is a maximum of three years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component,; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account. In exceptional circumstances, the Board of Examiners can deviate from this time period.

### **Honours Programme Master**

The student will have completed the Honours Programme Master, if::

1. A pass mark has been achieved for all subjects in the Honours Programme Master; and
2. the duration of study for the Master's degree programme and the Honours Programme Master together is a maximum of two years, calculated from the moment of the student's enrolment on the programme

until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account. In exceptional circumstances, the Board of Examiners can deviate from this time period.

# Conferring the designation 'with distinction'

## Article 34 – The designation 'with distinction'

### **Bachelor's degree audits**

1. A student can receive the designation 'with distinction' for the Bachelor's degree audit if the Board of Examiners decides to grant this distinction and the following minimum requirements have been met:
  - a. the weighted average of the results of the courses in the Bachelor's degree programme, not including the Bachelor's Thesis Project, is, not rounded up, at least 8.0 (including the first year); passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits for second- and third-year courses for which a pass (v) has been earned or for which an exemption (VR) has been granted may not exceed 40 credits; foreign courses taken as part of the (free) elective space of the degree program, for which a pass (V) was earned, will be excluded from this general rule.
  - c. the result for the Bachelor's Thesis Project is at least 8;
  - d. the adjusted duration of the Bachelor's degree programme of the person concerned shall not exceed 3 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component, in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.
2. In special cases the Board of Examiners may decide to grant the designation 'with distinction' to a student who does not meet the requirements referred to in subsection 1 if the student in question has otherwise shown exceptional skills in the degree programme.

### **Master's degree audits**

1. A student can receive the designation 'with distinction' for the Master's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
  - a. the average of the results of the courses in the IEP not including the Master's Thesis Project is, not rounded up, at least 8.0; passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits for the courses in the IEP for which a pass (v) has been earned or for which an exemption (VR) has been granted may not exceed 20 credits in total. foreign courses taken as part of the (free) elective space of the degree programme, for which a pass (V) was earned, will be excluded from this general rule.
  - c. The result for the Master's Thesis Project is at least 9.0;
  - d. The adjusted duration of the Master of the person concerned shall not exceed 2 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.
  - e. The study duration of a double master degree programme shall not exceed 3 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.



2. In special cases the Board of Examiners may decide to grant the designation 'with distinction' to a student who does not meet the requirements referred to in subsection 1 if the student in question has shown exceptional skills in the relevant degree programme.

# Degree certificates and results achieved

## Article 35 – Degree certificate, transcript, supplement

1. A certificate shall be awarded by or on behalf of the Board of Examiners as proof that a degree audit has been successfully completed.
2. The date stated on the degree certificate is the test date of the last passed course of the students exam programme.
3. The certificate shall be signed by the Chairman of the related sub-committee or, in his or her absence by another member of the sub-committee on behalf of the Board of Examiners.
4. When the certificate is awarded, a transcript of the results obtained will be issued. When the certificate for the Bachelor's degree audit and the Master's degree audit are awarded, a supplement will be issued in English at least including details of the results achieved.
5. A student can request the sub Board of Examiners of the Science Education and Communication (SEC) MSc programme to issue a teacher qualification if the following condition has been met:
  - The student has successfully completed the Education specialisation (verdiepingsdeel) in his or her examination programme (with an exemption, a mark or a pass (v) for all subjects).

The SEC (sub)Board of Examiners will grant the qualification by mentioning it on the degree certificate mentioned in paragraph 1. This 'eerstegraads onderwijsbevoegdheid' qualifies the student in question as a teacher of preparatory higher education (Voorbereidend Hoger Onderwijs, VHO), in accordance with the Education Professions Act.

6. A student may submit a request to the Board of Examiners of the Science Education and Communication (SEC) Master's programme to grant a limited secondary school teaching qualification. Provided the student has completed the BSc programme, the SEC Board of Examiners will grant the request if the student meets the following conditions:
  - a. the student has completed the 'Educatieve Module' (30 credits) with no failing marks, and
  - b. the student is entitled to the certification in accordance with the "verwantschapstabel educatieve minor chart".

If the SEC Board of Examiners grants this qualification, it will be mentioned on the degree certificate mentioned in paragraph 1. With a limited secondary school teaching qualification the student will be qualified to teach in the first three years at havo/vwo schools and the theoretical learning track at vmbo schools.

## Article 36 – Statement of results achieved

1. A student who has successfully taken one or more examinations and to whom a degree certificate within the meaning of Article 35 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student's personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were earned.
2. A statement as referred to in subsection 1 must be requested from the Student Administration.

# Appeal and final provisions

## Article 37 – Appeals against decisions made by the Board of Examiners

An appeal may be brought against a decision made by the Board of Examiners and/or an examiner within a period of six weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the exams referred to in Article 7.60 of the Higher Education and Research Act. The Board of Examiners will refer to this possibility of appeal in its decision.

## Article 38 – Amendments to the rules and guidelines of the Board of Examiners

No amendments may be made to these Rules and Guidelines that apply to the current academic year unless the students' interests remain reasonably unaffected.

## Article 39 – 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 40 – Entry into force

These Rules and Guidelines will enter into force on September 1, 2023.

Adopted by the Board of Examiners Electrical Engineering, Mathematics and Computer Science on August 29, 2023.