

# Rules and Regulations of the Board of Examiners (art. 7.12 WhW) 2024-2025

## 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  
Data Science and Artificial Intelligence Technology

This is a translation. The Dutch version has legal validity



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# 1. General

## Article 1 – Scope

The Rules and Regulations 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, Sustainable Energy Technology and Data Science and Artificial Intelligence 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.

The TU Delft Executive Board states that this university is a 'campus university' (TU Delft Strategic Agenda 2024-2030, p. 18). This means that, by default, all education takes place in designated locations on campus. It follows that by default all method of assessment (including written examinations, oral examinations, practical exercises, bachelor and master thesis defense sessions) take place on campus.

## 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 as TER MSc, apply.

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

1. The EEMCS faculty 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 Official Secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners decide collectively which of them shall represent the Chair during his or her absence.
5. The Board of Examiners' meetings are not public and thereby complies with the Dutch General Data Protection Regulations (GDPR Act) to protect potential personal data by keeping minutes and decisions non-public.

6. In the event that a student submits a request or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the Board member concerned will have no involvement in the handling of the request or complaint and is temporarily excluded from the meeting.
7. Minutes are kept of each meeting.
8. The Board of Examiners prepares an annual report of its activities for the past academic year and sends this report to the Dean.
9. For each of the programmes the Dean establishes a sub-Board of Examiners which consists of members of the staff responsible for education in the relevant programme. Each sub-Board of Examiners is represented by one or two of its members on the EEMCS faculty Board of Examiners.
10. The Board of Examiners can mandate tasks to the sub-Board of Examiners. Mandate is given for taking decisions related to individual students who belong to the authority of the sub-Board of Examiners as governed in the law and/or as determined in these Rules and Regulations.
11. Sub-Board of Examiners meet in principle once a month.
12. The sub-Board of Examiners SET appointment procedure of its members is described in the Board's decision list.

#### Article 4 – Decisions taken by the Board of Examiners

1. The Board of Examiners' decisions are based on majority vote.
2. If the votes are equally divided the Chair 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 – Appointing 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 (Higher Education and Research Act, article 7.12c).
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.
4. The sub-Board of Examiners SET deviates from sub 1, because of the interdisciplinary design of the MSc SET programme.
  - a) The sub-Board SET is responsible for courses designed with the primary purpose of contributing to the MSc SET programme. Staff members responsible for this category courses are appointed as examiners by the sub-Board SET. Staff members have a permanent appointment at TU Delft or are on a tenure track.
  - b) The MSc SET programme also includes additional courses. These are courses which are designed primarily for programmes other than MSc SET programme, This category courses are considered complementary courses because of their relevance to the MSc SET programme. Staff members responsible for this category courses are appointed as examiners by the Board of Examiners of the programme for which the course is primarily designed.

## 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;
  - 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 the student's 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:
  - a) copying the work of others and presenting it as your own (plagiarism), either intentionally or by mistaken omission of (proper) referencing;
  - b) 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;
  - c) making use of (digital) aiding tools during the examination in another way than is explicitly allowed;
  - d) peeking at another student's examination sheet, or exchanging information outside the examination room with another student;
  - e) impersonating someone else during an examination (as well as allowing someone to impersonate oneself);
  - f) 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.<sup>1</sup>
  - a) 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

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<sup>1</sup> The Board of Examiners CS does fraud investigation for the CS courses from the Bachelor and Masters.

the relevant degree programme.

- b) In 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.
  - c) 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 programme offering the course in question contacts the Board of (sub-) Examiners of the programme in which the student is enrolled. The Boards will then agree which Board will deal with the complaint in question. A temporary 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 promptly. 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 a written statement to the alleged academic misconduct report drafted by the examiner or invigilator.
  - 7) In case of established fraud, the Board of Examiners decides on a remedial action, barring exceptional cases:
    - a) In case the result of the assessment has not yet been announced or registered in an official TU Delft system, the Board of Examiners may decide that no result of the examination or practical exercise in question will be determined for the student.
    - b) In case the result of the assessment has already been announced or registered in an official TU Delft system before the fraud has been established, the Board of Examiners may take the decision that the respective result of the examination or practical exercise in question is withdrawn and declared invalid.
  - 8) In addition to a remedial measure (declaring examination result invalid), the Board of Examiners may impose a punitive sanction. Decisions on the punitive sanction take into account any previously established incidents of academic misconduct. The Board of Examiners may impose the following punitive sanctions:
    - a) an official warning;
    - b) a mandatory plagiarism course
    - c) exclusion from the examination or practical in question for a maximum period of one year;
    - d) exclusion from one or more examination periods for a maximum period of one year; or
    - e) a combination of the measures listed above.
  - 9) In the event of serious or repeated 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.
  - 10) In case of established fraud in group assessment, the Board of Examiners decides on a remedial



measure (see paragraph 7) for the group of students involved. The Study Guide describes what group assessment entails. In addition to the remedial measure for the group, the Board of Examiners may impose a punitive sanction (see subsection 8) on each individual participant in the group.

- 11) The Board of Examiners will not make a decision as referred to in subsection 9 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.
- 12) The Board of Examiners sends a written statement including the decision on alleged fraud to the student concerned. This decision will also inform the student of the legal possibility to appeal the decision.
- 13) Established cases of fraud will be recorded in the EEMCS Register of Academic Misconduct. This register is not public and access is limited to the EEMCS Board of Examiners.
- 14) From the Dutch General Data Protection Regulation (GDPR) Act it follows that information from this register on students may only be shared with other Boards of Examiners of TU Delft in fraud situations involving students from multiple programmes.
- 15) Due to the Bachelor/Master degree system, a Bachelor and Master programme are considered 2 independent educational programmes. A fraud annotation is therefore only applicable during enrolment in the programme. This means that a fraud annotation in a TU Delft Bachelor programme is removed when the student concerned enrolls in a TU Delft Master programme.

### Article 8B – Invalidate examinations in case of (suspected) irregularities

- 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 organized 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 anti-fraud measures and/or
  - c) 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 must report irregularities to the Board of Examiners promptly.

### Article 8C – Plagiarism check

1. The examiner or assessment committee verifies written (final) work for plagiarism. A plagiarism scanner can be used for this purpose.
2. To enable plagiarism monitoring, the examiner or assessment committee may impose requirements on

the method of submission of work items.

### Article 9 – Time limits

- 1) The Board of Examiners decides on an individual request from a student within 40 working days upon receiving the submitted request.
- 2) If a request is submitted during an academic holiday or within a period of three weeks prior to an academic holiday, the Board decides on the request within 40 working days after the end of that holiday.
- 3) 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.

## 2. Registering and withdrawing

### [Article 10 \[expired\]](#)

Expired

### [Article 11 \[expired\]](#)

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**

5. 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 programme Sustainable Energy Technology the term of at least 20 working days applies, as formulated in Article 12, sub 1.
6. 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.
7. 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 programme Sustainable Energy Technology the regulations in Article 12, sub 3 apply.
8. 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.

## 3. 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 examiner submits a request for an exception to the rules (OER and TER - Article 16, sub 1) to the Board of Examiners. The Board of Examiners will decide on the request in its monthly meetings..

### Article 14B – Online proctored examination

An examiner may submit a request to the Board of Examiners for permission to offer an examination by online proctoring. The Board will consider allowing an online proctored examination if:

- a) no other means of examination is reasonably possible, and
- b) it will be executed 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 finalized 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. The legal authority to conduct examinations and determine their results is allocated to examiners appointed by the Board of Examiners. In the university's designated grade registration system, an examination result is indicated by:
  - a. a grade (number rounded to whole or half and equal or higher than 5.8),
  - b. NVD (niet voldaan – insufficient numeral grade),
  - c. a V (voldaan - pass),
  - d. an O (onvoldoende - fail) or
  - e. a VR (vrijstelling - exemption).<sup>2</sup>
4. When the examination result concerns a grade, then the final grade will be expressed as a number ranging from 1 to 10, rounded to the nearest multiple of 0.5. The examiner enters the thus rounded final grade in the university's designated grade registration system. The moment the final grade is entered in this registration system, the final grade is set. The meaning of the grades 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 grades to half and whole grades, numbers ending in three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up. In case of one-tenth, two-tenths, six-tenths and seven-tenths, it is rounded down.
6. The examiner can decide on the design of an examination. If the course examination consists multiple

<sup>2</sup> Please note that the abbreviation 'NV' can be entered in Osiris. This is an administrative abbreviation for 'not attended ('Niet Verschenen') and therefore not considered an examination result.

mandatory partial exams and/or practical exercises, the course description in the study guide will indicate how the final grade will be determined. The following provisions apply in this respect:

- a. the result of the mandatory partial exams and/or practical exercises is expressed in tenths, in which case hundredths equal or higher to 0.05 are rounded up and hundredths smaller than 0.05 are rounded down. It follows that an unrounded grade equal or higher than x.75 is rounded up;
  - b. for mandatory partial exams and/or practical exercises that assess learning objective(s) not assessed in other mandatory partial exams and practical exercises of that course, at least a 5.0 must be obtained;
  - c. in deviation from sub 6b, a resit exam consisting of 1 (resit) examination on *all the course learning objectives* may lead to a passing final grade, regardless of a result lower than 5.0 obtained for a partial examination of the regular examination. The reasoning here is that each learning objective must be mastered to a certain extent and that no compensation can be made between partial exams with different learning objectives. If there is a partial examination in which learning objectives are tested that do not recur in the other partial examinations of the course, sub 6b applies.
  - d. The final grade is determined after calculating the (weighted) average of the mandatory partial exams and/or practical exercises. The rounding of the final grade must be done in accordance with the rules in sub 4.
7. A final passing grade can be obtained when the (weighted) average grade for all components, rounded to tenths, is at least a 5,8. If the final grade is lower than 5,8, no final numeral grade will be given, but instead a Niet Voldaan (NVD) will be registered as the final result by the examiner.
  8. Final passing grades obtained in another degree programme at this or another Dutch university:
    - a. These final grades will be transferred 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.
    - b. If the grade that results in a pass at the other degree programme at this or another university is lower than 5,8, then that result is converted to a 'V' (pass).
  9. Final passing grades that are obtained in another degree programme at a foreign university will be transferred as a 'V' (pass)<sup>3</sup>. In addition, the stipulations in Article 23 apply.
  10. The provisions of sub 7 also apply to courses provided by another university that are administered under a Delft course code.
  11. If a student has used two exam opportunities in the academic year (see OER and TER – Article 17A, sub1), the highest exam result obtained applies. An examination with at least a satisfactory result (see definitions in sub 4), cannot be changed in subsequent academic years. The restriction in this subsection applies to every course for which the student has obtained the first passing grade in the academic year 2024-2025, or after that.
  12. 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. Detailed programme guidelines can be found in the Programme Specific Assessment Policy.
  13. If a student is able to demonstrate that submitted examination work has been lost as a result of act or

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<sup>3</sup> This does not apply to (final) grades earned in the context of Joined 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 Joined Education Programmes will be converted to Dutch denominations, on the basis of established conversion tables.



omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

14. In exceptional cases, the Board of Examiners may decide to deviate from the provisions as stated in subsection 11.

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

1. In the OER and TER, Article 19 it is stated in which manner the results of an examination will be published.
2. The examiner records the results of an examination in in the university's designated grade registration system, including the date on which the examination was held or, in the case of a practical exercise, the date on which the exercise was completed.
3. 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.

### 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. Notwithstanding sub 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.

## 4. 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 – Include exemptions/elsewhere passed courses in the exam 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. Courses obtained elsewhere will only be included as an integral part of the exam programme if they were obtained during the period the student was enrolled in the programme. Students who wish to include courses obtained elsewhere outside the period when the student was enrolled in the programme in their exam programme, must submit a request for exemption to the Board of Examiners.
3. The Board of Examiners 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 authorized 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.

## 5. Additional 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 (OER/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.

## 6. Additional rules Individual Double Degrees Master's degree programme

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

TU Delft offers excellent students the opportunity to follow the special Individual Double Degree (IDD) programme. Students can combine two master's programmes, in the sense that there is overlap between the two programmes. If the student passes this programme, the student will receive 2 separate master diplomas. This IDD programme only applies to TU Delft master's programmes.

#### Entry requirements

- 1) Students will be permitted to follow the special TU Delft Individual Double Degree programme if they can prove that they have completed a bachelor's programme with the designation 'cum laude' or equivalence. Cum laude is defined as:
  - a) a credit-weighted unrounded grade point average of at least 8.0 for all subjects in the examination programme, but excluding the Bachelor's thesis;
  - b) at least an 8.0 for the Bachelor's thesis.
- 2) If it cannot be established that the student has completed a Bachelor's programme with cum laude or equivalence (e.g. in the case of a non-Dutch bachelor's degree), the programme's Admissions Committee may grant admission to the student. The student must prove a credit-weighted unrounded grade point average of at least 8.0 in the master's programme prior to starting the second master's programme.
- 3) The master programme in which the student started determines the so-called 'Coordinating Board of Examiners'. If the student started the second master programme at the same time, the Coordinating Board of Examiners is the faculty in which the TU Delft bachelor programme was completed.
- 4) Students start by submitting an admission request to the Coordinating Board of Examiners. After approval from the Coordinating Board of Examiners, the Coordinating Board of Examiners forwards the admission request to the Board of Examiners of the second Master programme.
- 5) The admission request consists of the following mandatory documents:
  - a) The Individual Double Degree programme form.
  - b) Evidence as described in paragraph 1.
- 6) Students are admitted to Individual Double Degree programme after both the Coordinating Board of Examiners and the Board of Examiners of the second Master's programme have approved the application.
- 7) The Board of Examiners may decide to deviate from paragraphs 1 and 2 in exceptional cases.

#### Graduation requirements

8. The graduation work (combination of both courses) must not exceed the number of 60 credits (EC).
9. The graduation work can be a combination of both courses. In this case, the final report must contain at least two separate parts relating to first and second Master's programmes.
10. At the EEMCS Faculty, by default the defence of the thesis consists of two separate sessions. A request for one joint graduation session can be submitted to the Coordinating Examination Board and the Board of Examiners of the second Master's programme.
11. It is not allowed to combine three or more Master programmes.
12. Students who complete the Individual Double Degree programme receive a diploma and diploma supplement for both programmes. On the diploma and diploma supplement there is no mention of the Individual Double Degree programme.
13. It follows from sub 12 that cum laude is awarded for each Master's programme separately. The conditions for cum laude apply as described in Article 34B.
14. The general conditions for the individual double master's programme apply in full. Visit the website for more details: <https://www.tudelft.nl/en/student/eemcs-student-portal/education/double-degrees-msc/>

## 7. Additional rules governing thesis projects

### Article 29 – The thesis project

1. It follows from Article 1 that by default the defence of both the Bachelor thesis project and Master thesis project takes place on campus. The Board of Examiners may consider granting an exception to Article 1. A request for an exception to paragraph 1, can be submitted by the Chair of the thesis committee to the Board of Examiners.
2. A request for an exception can be submitted until no later than 4 weeks before the scheduled graduation session. In case of late requests, the Examination Board may decide to cancel and/or postpone a scheduled defence session.

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

3. The Thesis Committee will assess the Bachelor'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**

4. The master thesis project is considered a course in the student's individual exam programme (IEP).
5. This course is the final course of the master's programme. See also TER - Implementing Regulations - Article 2, sub 1d and TER - Implementing Regulations - Article 3, sub 1.
6. The assessment of this final course can only take place after the student has obtained a satisfactory examination result for all other courses in the IEP.
7. It also follows from TER - Implementing Regulation - Article 2, sub 1d that the assessment of the master thesis project can lead to a positive or a negative exam result.
8. The Board of Examiners is legally responsible for ensuring the quality of the assessment of the student's master thesis project and to verify if a student meet the final attainment objectives of the programme as stated in TER – Implementation Regulations. However, for practical reasons, the Board of Examiners mandates a master thesis committee to be set up for each master student. This master thesis committee executes the assessment of the master thesis on behalf of the Board. Rules for the composition of this master thesis committee are laid down in Article 30.
9. The composition of the master thesis committee must be approved by the Board of Examiners 3 months before the assessment of the master's thesis project takes place. Approval of the master thesis committee of the programme SET is subject to a 2-month deadline before the scheduled defence session.
10. The Board of Examiners has the legal authority to declare the result of the assessment of the master thesis project invalid, if sub 7 has not been complied with.
11. The master thesis committee assesses the master thesis project 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

### **Composition Bachelor's thesis project committee**

- 1) A Bachelor thesis committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Bachelor's Thesis Project.
- 2) A Bachelor thesis committee shall consist of at least two members of the academic staff of at least one of the following categories:
  - a) Full professor,
  - b) Associate professor,
  - c) Assistant professor
  - d) tenure tracker or
  - e) lecturer.
- 3) The Bachelor thesis committee has at least 1 examiner with completed UTQ. .
- 4) The responsible supervisor and a member of the academic staff with a different area of expertise than the supervisor must be included in the committee.

### **Rules composition master thesis committee**

1. The Board of Examiners appoints a master thesis committee to act on behalf of the Board.
2. Students from the EEMCS Master's programmes (see Article 1) submit a proposal for the composition of a master thesis committee at least 3 months prior to the scheduled master thesis defence date to the Board of Examiners of the programme in which the student is enrolled.
3. Students from the Master's programme in Sustainable Energy Technology submit a proposal for the composition of a master thesis committee at least 2 months prior to the scheduled master thesis defence date to the Board of Examiners SET.
4. A master thesis defence can only take place after an approved master thesis committee by the Board of Examiners.
5. A master thesis committee should consist of three core members and in exceptional cases may consist of two.
6. The core members are TU Delft examiners with completed UTQ or equivalent.
7. The core members assess the master thesis project and determine the final grade.
8. The first core member is the chair of the thesis committee and is accountable to the Board of Examiners. This means that the chair is responsible for the entire master thesis assessment process, the determination of the assessment result (grade) and the registration of the result.
9. A signature from the chair validates the master thesis committee form.
10. The chair must have one of the following scientific staff positions:
  - a. Full professor,
  - b. Associate professor,
  - c. Assistant professors, but only under conditions set by the sub-Board of Examiners.
11. By exception and under certain conditions, assistant professors can chair a master thesis committee. Assistant professors contact their sub-Board for the specific conditions.
12. A request for an exception must be approved by the Board of Examiners before the Assistant Professor may act as Chair. This means that a request and the approval, cannot take place in the same monthly meeting of the Board of Examiners.
13. The chair must be from a TU Delft research group involved in the master's programme of the student.

14. The second core member must have one of the following scientific staff positions:
  - a. Full professor,
  - b. Associate professor,
  - c. Assistant professor.
15. The second core member must be from a different TU Delft research group than that of the chair.
16. A third core member must have one of the following scientific staff positions:
  - a. Full professor,
  - b. Associate professor,
  - c. Assistant professor.
17. A third core member must be from a TU Delft research group.
18. In case of a two core member committee: one core member is not involved in the supervision of the student.
19. In case of a three core member committee: at least one out of the three core members is not involved in the supervision of the student.
20. In addition to core members, advisers may participate in a thesis committee, belonging to the following categories:
  - a. PhD students,
  - b. Postdocs,
  - c. Faculty EEMCS designated lecturers,
  - d. Academic staff without completed UTQ,
  - e. Academic staff from another university,
  - f. Company representatives.
21. Advisers may advise on the assessment of the master thesis project and the final grade
22. In a MSc Sustainable Energy Technology master thesis committee at least one of the core members must be from the 'Board of Examiners Sustainable Energy Technology Greenlist'.

**Overview requirements composition master thesis committee**

	Members	Academic position	Organisational / Scientific embedding	Supervision
<b>TWO CORE</b>	<b>Chair</b>	1) Full professor, 2) Associate professor, 3) Assistant professor, but only by exception (see sub 11 and 12).	Must be from a TU Delft research group involved in the master's programme of the student.	At least one core member is <i>not</i> involved in the supervision of the student
	<b>Core member 2</b>	1) Full professor, 2) Associate professor, 3) Assistant professor.	Must be from a different TU Delft research group than that of the Chair.	
<b>THREE CORE</b>	<b>Core member 3</b>	1) Full professor, 2) Associate professor, 3) Assistant professor.	Must be from a TU Delft research group.	
<b>ADDITIONAL</b>	<b>Advisor(s)</b>	1) PhD students, 2) Postdocs, 3) Faculty EEMCS designated lecturer, 4) Academic staff from another university, 5) Company representative (see sub 23).	Can be from a TU Delft research group, other university or company.	Can be involved in the supervision of the student.

## 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.

# 8. 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**

4. 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
5. The method of assessment will be transparent so that the student can establish how the result was reached.
6. 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 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:

3. A pass mark has been achieved for all subjects in the Honours Programme Master; and
4. 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.

## 9. Awarding 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**

3. 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 (24 months), 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.
4. 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 sub 1 if the student in question has shown exceptional skills in the relevant degree programme.

#### **Addendum to Article 34 – master's programme CESE**

5. Starting from academic year 2023-2024 the master's programme in Embedded Systems (ES) and master's programme in Computer Engineering (CE) are merged into one master's programme, namely the master's programme in Computer and Embedded Systems Engineering (CESE). The TER – Implementation Regulations Article 32B, sub 2 states that the Board of Examiners will decide on requests by students for transfer to the new merged master's programme in MSc CESE.
6. Notwithstanding Article 34 - sub 1d, the Board of Examiners has decided that students MSc ES and CE of cohort 2022 who have transferred to the new programme MSc CESE, will be eligible for cum laude. The study programme for students MSc CE and MSc ES from cohort 2022 is the same as for new merged master's programme in CESE. It follows that the learning objectives of the MSc CESE examination programme are equivalent to those of MSc ES and MSc CE.

#### Addendum - Article 34 – master's degree audits 2023-2024, sub 1d

7. This addendum applies only to MSc CE and MSc ES students of cohort 2022 who have transferred to the new programme MSc CESE. This addendum is applicable up to and including the academic year 2025-2026.
8. The study duration of the student's master's programme shall not exceed 2 academic years. These 2 years are calculated from the student's first moment of enrolment in the MSc ES or MSc CE master's examination programme until the successful completion of the last examination component of the MSc CESE master's examination programme. The calculation of this duration of study takes into account any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.

## 10. 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 indicated on the certificate is the date on which the student fulfilled the last educational obligation of their examination 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.

## 11. 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 Regulations 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 Regulations will enter into force starting September, 2024.

Established by the faculty EEMCS Board of Examiners on 25 September 2024.