

2014-2015

Master Programmes Industrial Design Engineering

Integrated Product Design

Design for Interaction

Strategic Product Design

Teaching and Examination Regulations (TER)

(ex article 7.13 WHW)

appendix: **Implementation Regulations**

Rules & Guidelines from the Board of Examiners

(ex article 7.12 WHW)

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Teaching and Examination Regulations (TER) 2014-2015

(ex article 7.13 WHW)

Section 1 – General

Article 1 – Areas to which the regulations apply

1. These regulations apply to the teaching and the examinations related to the master's degree programmes Integrated Product Design (IPD), Design for Interaction (DfI) and Strategic Product Design (SPD), hereafter to be referred to as the programme(s).
2. The teaching and organisation of the programmes is the responsibility of the Faculty of Industrial Design Engineering (IDE) at Delft University of Technology, hereafter to be referred to as the faculty.
3. The programme is governed by Implementation Regulations 2014-2015 which constitute part of these Teaching and Examination Regulations (appendix to the Master TER).
4. The implementation of these Teaching and Examination Regulations belongs to the Dean's competence. Regarding the execution of tasks herein, the Dean has assigned the Director of Education of the faculty as his mandatory, with the exception of tasks which are the competence of the Board of Examiners.
5. Questions and requests regarding these Teaching and Examination Regulations should be addressed towards examencommissie-io@tudelft.nl, regardless whether they concern the competence of the Director of Education or the Board of Examiners (one office window).

Article 2 – Definitions of terms used

The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Scientific Research Act, insofar as they are defined in that Act.

The following terms are to be defined thus:

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|---------------------|--|
| <i>a. The Act</i> | The Higher Education and Scientific Research Act (in Dutch, the Whw), in the Dutch Bulletin of Acts, Orders and Decrees, number 593 and as amended since. |
| <i>b. Institute</i> | Delft University of Technology (TU Delft). |
| <i>c. Programme</i> | The master's degree programme as denoted in Article 7.3a clause 1, subclause b of the Act. |
| <i>d. Student</i> | Anyone enrolled at Delft University of Technology as a student or extraneous student for the purpose of benefiting from education and/or for the purpose of sitting the examinations and undergoing the degree audit which form part of the programme. |
| <i>e. Cohort</i> | The group of students who have registered for a degree programme for the first time in a given academic year. |

- f. Academic year* The period that begins at September 1st and ends at August 31st of the subsequent year.
NB.: The beginning of the academic year 2014-2015 takes place at September 1, 2013.
- g. Semester* Half an academic year.
- h. Quartile* A period of 10 academic weeks (half a semester, also called 'quarter'). The academic calendar comprises four quartiles.
- i. Course* A teaching unit within the programme as intended in Article 7.3, clauses 2 and 3 of the Act. A course may contain several components.
- j. Elective* A course that is not a mandatory part of one of the three master's programmes.
- k. Practical* A practical exercise as intended in Article 7.13, clause 2, subclause d of the Act, taking one of the following forms:
- writing a thesis,
 - conducting a project or experimental design,
 - completing a design or research assignment,
 - conducting a project,
 - conducting a literature review,
 - completing a work placement or internship,
 - participating in fieldwork or an excursion,
 - conducting tests and experiments,
 - participating in other educational activities aimed at enabling participants to attain certain skills.
- A practical may have the size of a course (teaching unit) or component of a course.
- l. Examination* An assessment of the knowledge, insight and skills of a student in relation to a course or practical as defined under i and k, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners.
- m. Component examination* An assessment of the knowledge, insight and skills of a student in relation to a component within a course or practical as defined under i and k, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners.
- n. Degree audit* An assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all examinations in the various courses that constitute the programme, have been successfully completed.

- o. Board of Examiners* The programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act.
- p. Examiner* The individual, who, in line with Article 7.12c of the Act, has been appointed to set the examinations. In the text of these Regulations, 'examiner' also means 'examiners'. In general, the responsible member of the teaching staff acts as examiner.
- q. Graduation Board* Group of examiners responsible for teaching and examining in the student's Graduation Project.
- r. Supervising Professor/Tutor* The professor or associate professor of the faculty who acts as the senior examiner responsible for teaching and examining in the student's Graduation Project.
- s. Implementation Regulations* The Implementation Regulations which form part of these Teaching and Examination Regulations.
- t. Credit (EC)* A European Credit (EC) awarded in line with the European Credit Transfer System (ECTS); one EC denotes a study load with an average of 28 hours.
- u. Working day* A day not being Saturday or Sunday and not being an official public holiday or a collective holiday.
- v. Disability* All conditions which are temporarily or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting examinations or taking part in practicals.
- w. Website* The website of TU Delft, especially the web pages containing all specific information regarding the faculty, the programmes of the faculty, the rules and regulations and all related matters such as the information via Blackboard and Study Guide (IDE Student portal on <http://studenten.tudelft.nl/en/io/>).
- x. Blackboard* The electronic system designed for the exchange of teaching information; Blackboard is approached via the website of the faculty or via <http://blackboard.tudelft.nl>.
- y. Study Guide* Source of information, containing the description of all courses of a programme, as published on the website [www.studiegids.tudelft](http://www.studiegids.tudelft.nl).

Article 3 – The programme objective

The programmes aim to educate students to become a Master of Science in Integrated Product Design, in Design for Interaction or in Strategic Product Design, taking into account that the final attainment levels described in Article 4 (clauses a & b, or a & c, or a & d) must be achieved.

Article 4 – The programme's final attainment levels

- a. A TU Delft master's graduate in general:
 1. is capable of an analytical approach to work based on broad and deep scientific knowledge;
 2. is able to synthesise knowledge and solve problems creatively when dealing with complex issues;
 3. has the qualities needed in occupations that require sound judgement, personal responsibility and initiative in complex and unpredictable professional environments;
 4. is able to assume leading roles, including management, in companies and research organisations, and to contribute to innovation;
 5. is able to work in an international environment by virtue of social and cultural sensitivity and language and communication proficiency, acquired and/or developed during the programme;
 6. is aware of any ethical, social, environmental, aesthetic and economic implications of his work and will act accordingly;
 7. is aware of the need to keep knowledge and skills up to date.
- b. In addition, master's graduates in Integrated Product Design should possess the following kinds of competence:
 1. is capable of developing innovative products and product-service combinations to satisfy the needs of the user, based on balancing the interests of the user, industry and society, with due regard to international ethical issues;
 2. has a thorough knowledge and understanding of, and is proficient in, the execution of the total product design process with a focus on conceptualization and embodiment design;
 3. is able to perform and manage the design process independently or as a member or the leader of a team, often in an international setting;
 4. has a thorough knowledge of the aesthetical, ergonomic, technical and environmental issues involved and is acquainted with the organisational and economic aspects of products;
 5. has the skills to use integrative approaches to these (aesthetical, ergonomic, engineering-related and environmental) issues into the product development;
 6. is capable of generating new knowledge based on research performed with scientific rigour.
- c. In addition, a master's graduate in Design for Interaction:
 1. is capable of gathering and communicating specialist knowledge from the humanities and behavioural sciences, and translating this knowledge into design parameters;

2. is capable of analysing product use and its various contexts and communicating the findings effectively to other people involved in the design process;
 3. is capable of conceptualising the above into new products or services;
 4. is capable of gathering and integrating knowledge on new technologies (e.g. materials, sensors, ...) into design opportunities;
 5. is able to develop prototypes of experiential quality and test these with users;
 6. is capable of independently setting up and conducting research projects;
 7. is capable of presenting and reporting design concepts and research findings in a professional manner;
 8. is capable of answering research questions by designing products/prototypes;
 9. is contributing effectively to design teams.
- d. In addition, a master's graduate in Strategic Product Design:
1. is capable of applying tools and techniques to collect information on customer behaviour, competitive behaviour, market trends and technological developments;
 2. is able to translate product related firm strategies into conceptualized and visualized product (line) directions;
 3. is capable of synthesizing data on the firm and its external international environment, including the firm related strategic value of design into realistic strategic product concepts and its business cases;
 4. is capable of translating product line strategies, mission statements, brand identities and information on the firm and its external network of strategic partners into design and engineering guidelines;
 5. is capable of independently setting up and conducting a complex multidisciplinary strategic product design, design consulting or research project;
 6. is capable of presenting and reporting design concepts and (strategic and/or scientific) research findings in a professional manner;
 7. is able to lead a product innovation team and to deliver strategic input to the team.

Article 5 – Admission to the programmes

1. All students possessing a certificate proving that they have successfully completed their Dutch Bachelor of Science studies in Industrial Design (ID) will be admitted to one of the three master programmes.
2. Students holding another bachelor degree than Industrial Design as mentioned in clause 1 are required to obtain proof of admission to the programme from the Director of Education, who, if necessary, will act on the advice of the Board of Examiners on this matter.
3. In order to be eligible for admission, the student must meet or, as the case may be, possess:
 - the general relevant criteria set by the Executive Board of TU Delft, laid down in Part 1.2 "Entrance and admission" and appendix 1 "Policy on fees and enrolment" of the Student Charter (central part),
 - a certificate of a bachelor degree, together with the accompanying list of marks and a portfolio, proving that he possesses knowledge and competencies

of a sufficiently high level and broad scope to successfully complete the programme within the allotted period.

4. Students holding a foreign bachelor degree Industrial Design or a foreign bachelor degree related to Industrial Design, are eligible for admission if the Grade Point Average (GPA) is at least 75% of the scale maximum and (if their mother tongue is not English) they have passed the IELTS or TOEFL test. For further information, see to the Implementation Regulations, Appendix 1.

Article 5a – Completion of bridging programme prior to the degree programme

1. A student who has been enrolled on a Bachelor's degree programme with the aim of following a bridging programme prior to an IDE Master's degree programme must complete this bridging programme within one semester, being the first semester of the academic year. Without completing this bridging programme no admission to an IDE Master's degree programme is possible.
2. In the case that the student fails to complete the bridging programme within the semester as said in clause 1, the student has the opportunity to complete the bridging programme within the first semester of the next academic year, on the condition that student also during this semester has been enrolled on a Bachelor's degree programme.
3. In the case that the student fails to complete the bridging programme within the semester as said in clause 2, his enrolment will be cancelled as of the first day of the month following the month in which the student would have had to complete the bridging programme. Then, the exclusion from the bridging programme applies to the four academic years subsequent to the academic year in which the enrolment is cancelled.

Article 6 – Taking the programme on a full-time or part-time basis

The three master's programmes are taught only on a full-time basis.

Article 7 – Language

1. Classes are taught and examinations and degree audits take place in English.
2. Notwithstanding the provisions of clause 1, the Director of Education can give permission for classes to be taught in Dutch.
3. Should a student request permission to complete one or more parts of the examination or the degree audit in a language other than English, this will be subject to the stipulations of the Board of Examiners in this regard, as laid down in article 7 of the Rules and Guidelines of the Board of Examiners.

Section 2 – Composition of the programmes and the degree audit

Article 8 – Composition of the programmes and the degree audit

1. The composition of the master programmes Integrated Product Design, Design for Interaction and Strategic Product Design, is laid down in the Implementation Regulations, Articles 2, 4 and 6. The specialisations to the master programmes

are laid down in the Implementation Regulations, Articles 3, 5 and 7. Teaching will be provided in the manner as described in the Study Guide.

2. Each master programme starts twice per year, in September and in February.
3. The master degree audit forms part of the programme. Each master's programme has a total study load of 120 credits (EC). When a student follows two master programmes at TU Delft at the same time, he must obtain at least 60 additional and unique credits on top of a complete master programme of 120 credits.
4. It is not permitted for any course in the master examination programme to have been part of the bachelor degree programme on the basis of which the student was admitted to the programme. If a compulsory course in the examination programme was already completed in the aforementioned bachelor degree programme, the Board of Examiners will designate an alternative course in its place. If an elective course in the examination programme was already completed in the aforementioned Bachelor degree programme the student will choose an alternative elective course.

Article 8a – Honours Programme Master Industrial Design Engineering

1. Students who meet the criteria referred to Appendix 3 of the Implementation Regulations will be invited to apply for the Honours Programme Master Industrial Design Engineering for outstanding master students.
2. Based on the criteria referred to in the Implementation Regulations, students will be selected and admitted to the Honours Programme Master by or on behalf of the Director of Education.
3. The IDE Honours Programme Master will comprise at least 21 credits:
 - a. A number of 5 credits must be completed in the TU Delft component of the Honours Programme Master, to be obtained by:
 - following the course 'Critical Reflection on Technology' (WM0355HT),
 - playing an active role within the Honours Programme Master community.
 - b. A number of 16 credits must be completed in the faculty component of the Honours Programme Master, the composition of which (including its content and options) is described in the Implementation Regulations.
4. Any student selected for participation in the Honours Programme Master must submit his or her options for the faculty component to the Director of Education for approval.
5. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Master have been met.
6. Any student who has successfully completed the Honours Programme Master will be awarded a certificate signed by the chair of the Board of Examiners and the Rector Magnificus.

Section 3 – Application for courses, admission and participation

Article 9 – Mandatory applications for master's courses

1. A mandatory application for all courses (mandatory and electives courses) shall be made via the electronic applications system Osiris in the period that Osiris

there to is opened. This period closes about 5 calendar weeks prior to the first day of the semester in which the programme starts; the faculty announces the exact deadline for application timely. The application for courses has to take place per semester, meaning for courses of 2 quartiles at once.

2. Students from non-TU Delft IDE programmes and exchange students insofar as they want to participate in master's courses in the first semester of arrival, are being enrolled in the master's courses by the faculty.
3. Students who have not made one or more applications for courses in due time, do not have permission to participate in the concerned master's courses.
4. A student may request the Director of Education (via examencommissie-io@tudelft.nl) to grant him exemption from the requirements for application for courses of the programme on the grounds of special circumstances. Before reaching a decision, the Director of Education shall hear, if necessary, the student and/or the student adviser. The Director of Education, in taking a decision, weighs the interest of the student and the interest of the faculty organisation against each other.

Article 10 – Specific requirements for admission

1. All general admission requirements referred to in article 5 under these Teaching and Examination Regulations shall have been met by the deadline for application for one of the master's programmes.
2. With reference to the bachelor-before-master-regulations (Harde Knip), for TU Delft bachelor students Industrial Design who seek admission to one of the IDE master programmes, specific implementation regulations are applicable. See clause 5 of the 'Uitvoeringsregeling' to the 'Bachelor Onderwijs en Examenregeling Industrieel Ontwerpen 2014-2015'.

Article 11 – Withdrawal

1. A student who decides not to take part in a master's course for which he has already registered, should withdraw from that course up to 7 calendar days before the semester in which that course starts. Withdrawal is to be done in writing at examencommissie-io@tudelft.nl.
2. Withdrawal from a course which has not been executed in due time, will be registered. When repeated the Director of Education can call a student to account.

Article 12 – Decision on participation in electives

1. Inclusion in elective courses will take place in a way to be decided by the Director of Education.
2. The following groups of students are taken into account when including students in an elective if the number of applications exceeds the number of places available:
 - students who applied on time AND who satisfy the admission requirements for the master's programme or master's courses AND who have not already obtained the required number of credits for elective courses,
 - students from non-IDE master's programmes and exchange students insofar as they want to participate in master's courses in the first semester of arrival.

3. The Director of Education may deviate from the said in clause 2 of this article if the elective is specific for a master or master's specialisation (see sections 2, 3 and 4 of the Implementation Regulations) or for one of the annotations (see appendix 3 of the Implementation Regulations).

Article 13 – Announcement of participation

The list of students admitted to the master's courses (mandatory and elective courses) shall be published on the website Campus IDE > Student portal > IDE Participation lists, two calendar weeks before the start of a semester.

Article 14 – Mandatory attendance and participation in courses

1. A student shall meet all requirements the examiner has stipulated regarding attendance, participation and deliverables in courses.
2. A student who has registered for a course in Osiris, is obligated to confirm participation at the start of that course, unless the examiner at a proper time has stipulated other instructions on confirmation of participation (e.g. on Blackboard). A student, who fails to attend the first meeting of a course when obligatory, or fails to follow the stipulated instructions of the examiner, shall not have the right to participate any further in the concerned course.
3. If a student fails to attend one or more obligated meetings and/or has not met the requirements applicable to the course or part thereof, no marks shall be awarded for his work in the course or part thereof concerned. Not meeting the requirements may also lead to expulsion from further participation in the course concerned.
4. A student shall strictly adhere to instructions issued by the faculty regarding the use of facilities. The faculty may give such instructions if necessitated by the capacity of the facilities or in order to ensure safety during courses.
5. A student may request the Director of Education (via examencommissie-io@tudelft.nl) to grant exemption from the requirements in clauses 1, 2 and 3 on the grounds of special circumstances. Before reaching a decision, the Director of Education shall, if necessary, hear the student, the examiner and/or the student adviser.

Section 4 – (Component) Examinations and completing practicals

Article 15a – Number, times and frequency of (component) examinations

1. There are two opportunities in each academic year for sitting written (component) examinations:
 - a. immediately after the quartile for the course to which the (component) examination in question relates,
 - b. at the end of the following quartile, and for courses in the 4th quartile during the re-sit period in August.

Notwithstanding the said above, based on educational and / or organizational reasons, the Director of Education may determine that in week 5 of the quartile

the opportunity is given to take written exams. Students involved will be informed by mail and via Blackboard.

2. A student shall in principle have one opportunity each year to complete practicals. More opportunities shall be possible only if stated in the description of the course contained in Study Guide. See also article 17.7 of the Rules & Guidelines from the Board of Examiners.
3. Yearly a (preliminary) timetable of all the opportunities for sitting written (component) examinations is drawn up. At the latest before the start of each semester, the timetable is distributed. Examinations are taken in principle on a working day. The times and dates referred to in this clause shall be determined with a view to avoiding simultaneous (component) examinations as far as possible. Examinations of two successive academic years shall not be conducted simultaneously. A time or date within the meaning of this clause shall not be changed except in the case of force majeure or changes approved by the Board of Examiners. Students will be informed per e-mail in case of such a change. Also a message will appear in Blackboard.
4. If an examinee must submit practical work (e.g. a portfolio) for marking, the time of submission shall be made known at the start of the course or practical concerned. The examiner may decide not to mark practical work not submitted by the prescribed time.
5. Oral examinations shall take place at a time determined by the examiner, if possible after consulting with the examinee.
6. The provisions of clause 3, 4 and 5 shall apply *mutatis mutandis* to (component) examinations conducted other way than in writing, orally or by submitting practical work.
7. If there is no indication as to the number of times a particular (component) examination can be taken in any one academic year because it relates to a course not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply. The Board of Examiners reserves the right to make decisions that deviate from the norm regarding this matter.
8. In exceptional cases, the Board of Examiners may permit a deviation from the standard number of times that certain (component) examinations can be taken and practicals can be completed, based on an individual request of a student.

Article 15b – Sequence of examinations

Provisions on the sequence in which students are required to sit (component) examinations and participate in courses are laid down in the Implementation Regulations 2014-2015, article 17.

Article 16 - Registering for written examinations

1. Registration to take part in a written examination is done by entering the required data into the examination registration system no later than 14 calendar days (that is, not working days) before the examination.
2. Students may submit a request to register for an examination after the deadline mentioned in clause 1 has passed but no later than two working days before the examination in question, at the central examination desk. The request will be honoured providing that places are available at the time of registration in the

room or rooms where the examination is scheduled to take place. The student will be informed one working day before the examination takes place.

3. In the case of circumstances beyond a student's control, whereby the student is unable to register for the examination, the Board of Examiners can still permit the student to participate in the examination.
4. The following applies upon entering the examination room:
 - a. only students with valid proof of identity will be admitted to the examination. The following will be accepted as proof of identity: campus card, passport, identity card or driving licence.
 - b. students will only be admitted to the examination with a valid examination ticket and/or if they are included in the list of participants.
5. If a student has participated in an examination without a valid examination ticket, the examination work will be considered invalid, will not be assessed and does not lead to a result.
6. The student can submit a substantiated request to the Board of Examiners to have examination work that is considered to be invalid to be declared valid and to have it assessed.
7. The Board of Examiners will only agree to the request as said in clause 6 in exceptional circumstances.

Article 16b - Withdrawal or absence from written examinations

1. It will be possible to withdraw from an examination via the examination registration system up to 14 working days before the examination takes place. It is also possible to withdraw from participation in an examination after this deadline has passed, but no later than three working days before the examination in question, at the central examination desk.
2. Any student who has withdrawn from an examination should re-register on a subsequent occasion, in accordance with the provisions of Article 16.

Article 17 – Validity of examinations

1. The result of an examination is valid for an unlimited period. However, in cases where the examination result dates from over four years ago, the Board of Examiners may impose an additional or substitute examination.
2. The terms of clause 1 likewise apply to component examinations, unless is stated differently.
3. For the courses in the master programme Integrated Product Design following clauses a and b are applicable:
 - a. The result of a summative assessment of a course is valid for the academic year the student follows the course concerned. If a student does not achieve a sufficient result for the course concerned in the academic year that he started it, then basically all results expire for summative assessments of the course that have been achieved, see also clause b.
 - b. If in any academic year one or more components of a course at the discretion of the examiner to content and/or form are unchanged from the previous academic year, the validity of the result of the component in which a student in the previous academic year has achieved a sufficient result (at least 6.0 or V), will be extended until the end of that academic year. The extension of the validity takes place only once.

Article 19 – The form of examination and method of assessment

1. (Component) examinations are set as described in the Implementation Regulations, with reference to Study Guide.
2. The Board of Examiners may, if it so wishes, deviate from the provisions of clauses 1, in favour of the student.
3. In general, in the examination the responsible member of the teaching staff acts as examiner.

Article 20 – Oral examinations

1. Only one student at a time will sit an oral examination, unless the examiner in question specifies otherwise.
2. Oral (component) examinations will be held in public, unless determined otherwise by the Board of Examiners.
3. Prior to an oral (component) examination, the examiner must ask the student to provide proof of identity.

Article 21 – Determining and announcing the results

1. The examiner is required to determine the result of an oral (component) examination as soon as it is finished and to supply the student with a written statement of the result. The examiner registers the result in Osiris within 15 working days. The student administration (SSC-O&S) then ensures that the results are registered and published within 20 working days of the examination date in Osiris. The registration date of the result of the oral examination is the date of sitting the examination.
2. In the case of written (component) examinations, the examiner is required to determine the result as soon as possible after the (component) examination but within 15 working days at most. The examiner registers the result in Osiris within 15 working days. The student administration (SSC-O&S) then ensures that the results are registered and published within 20 working days of the examination date in Osiris. The registration date of the result of the written examination is the date of sitting the examination.
3. The examiner shall determine the result of a practical as soon as possible and in all instances within 15 working days of the end of the practical, providing that the student has handed in the works of his practical on the date set before the start of the course. The examiner registers the result in Osiris within 15 working days. The student administration (SSC-O&S) then ensures that the results are registered and published within 20 working days of the examination date in Osiris. The registration date of the result of the practical is the date of handing in the works of the practical.
4. In the event that within a course consecutive summative (component) examinations have to be taken and the knowledge gained within a previous (component) examination is important for being able to take a subsequent (component) examination, the examiner shall determine the result of the previous (component) examination prior to the subsequent (component) examination. Should this not be possible, then the examiner shall on time execute a debriefing about the previous (component) examination.

5. If the result of a component examination or practical is not to be registered in the registration system, the examiner publishes the results on the Blackboard site of the course within 15 working days.
6. Publishing the results will always happen taking due account of the student's privacy.
7. If the examiner is not able to meet the requirements stated in this Article, due to exceptional circumstances, he or she must inform the Board of Examiners, stating the reasons for the delay. The examiner will then inform the students and the student administration (SSC-O&S).
8. When receiving the result of an (component) examination or practical, the student will be made aware of his or her right to inspect the results as referred to in Article 22, as well as the opportunity to lodge an appeal with the Committee of Appeals for the Examinations.
9. A student who appeals against the marking of a practical shall leave the work pieces in the custody of the examiner or surrender them to the examiner without delay.

Article 22 – The right to inspect the results

1. For a period of at least 20 working days after notification of the results of any written (component) examination or practical, the student has the right to inspect his marked work, on request. If a student intends to lodge an appeal regarding the marking of his work, he will on his request be supplied with a copy of the marked work.
2. During the period referred to in clause 1, all interested individuals may acquaint themselves with the questions and assignments set in the examination, as well as with the criteria used for marking.
3. The Board of Examiners may determine that the right to inspection or perusal referred to in clauses 1 and 2 will take place at a location specified beforehand and at no less than two specific times, also decided on beforehand.
4. If the student can prove that he is or was unable to be present at the location at the set time due to circumstances beyond his control, then another opportunity will be provided, if possible within the period stated in clause 1. The location and times mentioned in the first sentence will be announced well in advance.

Article 23 – Discussing the examination results

1. As soon as possible after the results of an oral examination have been announced, an opportunity can be arranged for the examiner to discuss the results with the student, either at the student's request or at the instigation of the examiner. At this meeting, the reasons behind the marks awarded will be explained.
2. For a period of 20 working days after the results have been announced, students who have taken a written (component) examination or handed in the works of a practical may submit a request to discuss the results with the relevant examiner. The discussion will take place within a proper time span and at a place and time determined by the examiner.
3. In cases where a collective discussion is organised by or on the instructions of the Board of Examiners, a student may only submit a request, as described in the preceding clause, if he was present at the collective discussion and if he provides

a good reason for the request or if, due to circumstances beyond his control, he was unable to attend the collective discussion.

4. The provisions of clause 3 are similarly applicable if either the Board of Examiners or the examiner first gives the student the opportunity to compare his answers with model answers.
5. The Board of Examiners may permit deviations from the provisions of clauses 2 and 3.

Section 5 – Studying with a disability

Article 24 – Adaptations to help students with a disability

1. Students who have a physical or sensory disability are entitled to adaptations in teaching, examinations and practicals, on written request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a course, practical or a programme. The facilities provided to this end may involve adapting the form or duration of examinations and/or practicals to the student's individual situation or making practical aids available.
2. The request referred to in clause 1 should be accompanied by a valid medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognised dyslexia-testing bureau (i.e. registered with BIG, NIP, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
3. Requests for the adaptation of teaching facilities will be decided upon by the Director of Education. The Board of Examiners will decide on requests for adaptations to examinations. The student involved sends a request to examencommissie-io@tudelft.nl after consulting the student counsellor.

Section 6 – Exemptions

Article 25 – Exemption from (component) courses or practicals

The Board of Examiners, if necessary, after having been advised by the relevant examiner, may decide to exempt students from a course, practical or (component) examination on the grounds of:

- a. a course, practical, (component) examination or degree audit completed within the Dutch higher education system or elsewhere which, as regards content and study load, corresponds with the course, practical or (component) examination for which exemption is sought, or
- b. knowledge and/or skills acquired outside the higher education system.

Article 26 – Requests for exemption

1. An examinee shall submit a written request for exemption to the Board of Examiners stating reasons.

2. The Board of Examiners shall hear the examiners concerned before deciding on the request.
3. The Board of Examiners shall not take a decision on granting full or partial exemption before giving the requester an opportunity to be heard.
4. The Board of Examiners shall decide on the request within one month of receiving it. The requester shall be informed immediately of the decision.
5. An examinee who already has exemption under or pursuant to the Act for one or more parts of the examination shall inform the Board of Examiners and examiner accordingly.

Section 7 – Degree audit

Article 26 – The times and frequency of the degree audit

Master's degree audits shall be conducted individually as a rule.

The Graduation Board concerned shall determine the date on which the student shall sit the degree audit, providing that the student has satisfied all educational requirements.

Section 8 – Study progress checks

Article 27 – Study progress checks

The student administration in the Shared Service Centre (SSC-O&S) is responsible for ensuring that each student is able to see and check his own results in Osiris.

Section 9 – Contravention, changes and appeal

Article 28 – Contravening the regulations

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

Article 29 – Changes to the regulations

1. Any changes made to these regulations will be made by special resolution of the Dean.
2. No changes made during the academic year stated will affect the current academic year, unless it is reasonable to suppose that the interests of students will not be adversely affected.
3. None of the changes may, to the detriment of the student, influence any decisions concerning a student that are made by the Board of Examiners on the basis of these regulations.

Article 30 – Transitional regulations

1. If the composition of the programme undergoes intrinsic changes or if these regulations are amended, the Director of Education will draw up transitional regulations that will be incorporated into the Implementation Regulations.
2. Such transitional regulations are required to include:
 - a. a provision concerning the exemptions that can be given on the basis of the examinations already passed,
 - b. a provision specifying the period of validity of the transitional regulations,
 - c. expiration of the validity of results of an examination within the meaning of Article 17 shall be made known at least one year in advance.
3. If a course is removed from the programme, four opportunities to sit an examination in this course will be granted after the last classes have been taught: an examination following on from the classes, a re-sit in the same academic year, and two re-sits in the subsequent academic year.
4. If a course of the programme has been changed as for content and/or form, clause 17.2 of these TER 2014-2015 may be applicable.
5. After 1 September 2013, students must have obtained the bachelor's degree on which his/her admission to a master's degree programme was based, and/or completed the transition programme that he/she had to complete in preparation to the master's degree programme, prior to studying further on this master's degree programme.

Article 31 – Publication of the regulations

1. The Director of Education is responsible for finding a suitable way of publishing these regulations and the relevant Implementation Regulations, as well as any changes to the regulations.
2. The Teaching and Examination Regulations, together with the accompanying Implementation Regulations, will always be published on the faculty's website and will be included in the study guide.

Article 32 – Right of appeal

Against a decision made by the Director Education related to a request of a student in the framework of these Teaching and Examination Regulations, together with the accompanying Implementation Regulations, the student may appeal to the Dean of the Faculty of Industrial Design Engineering within 2 weeks after the decision was communicated to the student. The Director Education mentions this possibility together with his decision.

Section 10 – These Regulations coming into force

Article 33 – These Regulations coming into force

1. These Teaching and Education Regulations have been decreed by resolution on August 19, 2003.
2. These Teaching and Education Regulations have been adjusted for 2014-2015 and come into force on the first day of the academic year 2014-2015.
3. Drawn up by the Dean of the IDE Faculty on August 15, 2014.

Implementation Regulations 2014-2015

Appendix to the Teaching and Examination Regulations 2014-2015 (TER)

Section 1 – General

In Sections 2, 3 and 4 of these Implementation Regulations to the TER 2014-2015 the IDE master's examination programmes are described as offered in the academic year 2014-2015:

- For the master programme Integrated Product Design (IPD) turn to Section 2 if the start of the programme was in September 2011 or after.
- For the master programme Design for Interaction (DfI) turn to Section 3 if the start of the programme was in September 2010 or after.
- For the master programme Strategic Product design (SPD) turn to Section 4 if the start of the programme was in September 2010 or after.

If the start of the IDE master's programme was previous to the dates mentioned above, please refer to the examination programme's in the Implementation Regulations to the TER of the relevant academic year or consult a student counsellor. Transition regulations may be applicable.

Article 1 – Semesters

The academic year shall consist of 40 weeks excluding the August re-sit weeks. The academic year shall be divided into two semesters of two quartiles each. Each quartile contains 10 weeks.

Section 2 – 2011 Master's programme Integrated Product Design (IPD)

For students who started their Master IPD in **September 2011 or after**.
For transition regulations per course, if any, see remark at Section 1.

Article 2 – Composition of the 2011 master's programme IPD

code	course name	EC	assessment ¹
ID4010	Design Theory and Methodology *	3	
ID4045	Joint Master Project *	12	
ID4050	Internationalisation *	3	
ID4100	Generic and Professional Skills (IPD) *	3	
ID4170	Advanced Concept Design **	21	
ID4175	Advanced Embodiment Design **	21	
ID4180	Managing Product Innovation	3	
ID4185	Strategic Sustainable Design	3	
	Electives	18	
ID4196	Graduation Project (IPD)	33	

* ID4010, ID4045, ID4050 and ID4100 are referred to as 'general master courses IDE'.

** ID4170 and ID4175 contain a 'master specific project IPD'. Anyway for these courses, article 17.2 of the TER is applicable.

Article 3 – Specialisation in IPD: Medesign²

The following conditions apply to the specialisation Medesign in IPD.

1. The student shall organise the following courses in a way specific to this specialisation:
 - one of the master specific projects IPD (according to article 2) or the Joint Master Project (ID4045),
 - the Graduation Project (IPD).
2. The student shall obtain at least 9 EC of specialisation-specific electives³.

¹ See Study Guide for the form of examination and method of assessment for each course.

² As from September 1, 2013, the specialisations Advanced Automotive Design and Retail Design will not be offered anymore. For students who have obtained at least one positive result for one of the indicated Advanced Automotive Design and Retail Design courses³ before September 1, 2013, a transition regulation is applicable, implying that they will be granted the specific Advanced Automotive Design and Retail Design annotation in the supplement to their diploma under the condition that they graduate on or before August 31, 2016.

³ For an overview of specialisation-specific electives Medesign, see the Student Manual 2014-2015.

Section 3 – 2010 Master's programme Design for Interaction (DfI)

For students who started their Master DfI in **September 2010 or after**.
For transition regulations per course, if any, see remark at Section 1.

Article 4 – Composition of the 2010 master's programme DfI

code	course name	EC	assessment ⁴
ID4010	Design Theory and Methodology *	3	
ID4045	Joint Master Project *	12	
ID4050	Internationalisation*	3	
ID4200	Generic and Professional Skills (DfI) *	3	
ID4210	Product Understanding, Use and Experience	6	
ID4216	Context and Conceptualisation	6	
ID4220	Interactive Technology Design	6	
ID4230	Visual Communication Design	3	
ID4235	Reflection on Designing	3	
ID4250	Project Exploring Interactions **	9	
ID4256	Project Usability and User eXperience Assessment in Design **	12	
ID4265	DfI Research Methodology	3	
	Electives	18	
ID4297	Graduation Project (DfI)	33	

* ID4010, ID4045, ID4050 and ID4200 are referred to as 'general master courses IDE'.

** ID4250 and ID4256 are referred to as 'master specific projects DfI'.

Article 5 – Specialisation in DfI: Medesign⁵

The following conditions apply to the specialisation Medesign in IPD.

3. The student shall organise the following courses in a way specific to this specialisation:
 - one of the master specific projects IPD (according to article 2) or the Joint Master Project (ID4045),
 - the Graduation Project (IPD).
4. The student shall obtain at least 9 EC of specialisation-specific electives⁶.

⁴ See Study Guide for the form of examination and method of assessment for each course.

⁵ As from September 1, 2013, the specialisations Advanced Automotive Design and Retail Design will not be offered anymore. For students who have obtained at least one positive result for one of the indicated Advanced Automotive Design and Retail Design courses³ before September 1, 2013, a transition regulation is applicable, implying that they will be granted the specific Advanced Automotive Design and Retail Design annotation in the supplement to their diploma under the condition that they graduate on or before August 31, 2016.

⁶ For an overview of specialisation-specific electives Medesign, see the Student Manual 2014-2015.

Section 4 – 2010 Master's programme Strategic Product Design (SPD)

For students who start their Master SPD in **September 2010 or after**.
For transition regulations per course, if any, see remark at Section 1.

Article 6 – Composition of the 2010 master's programme SPD

code	course name	EC	assessment ⁷
ID4010	Design Theory and Methodology *	3	
ID4045	Joint Master Project *	12	
ID4050	Internationalisation*	3	
ID4300	Generic and Professional Skills (SPD) *	3	
ID4216	Context and Conceptualisation	6	
ID4310	Brand & Product Strategy	6	
ID4315	New Product Commercialisation	6	
ID4321	Customer Research in NPD	6	
ID4330	New Product Economics	3	
ID4336	Leading Strategic Design	3	
ID4340	Strategic Value of Design	3	
ID4350	Design Strategy Project **	6	
ID4355	SPD Research Project **	6	
ID4360	SPD Research Methodology	3	
	Electives	18	
ID4396	Graduation Project (SPD)	33	

* ID4010, ID4045, ID4050 and ID4300 are referred to as 'general master courses IDE'.

** ID4350 and ID4355 are referred to as 'master specific projects SPD'.

Article 7 – Specialisation in SPD: none⁸

⁷ See Study Guide for the form of examination and method of assessment for each course.

⁸ As from September 1, 2013, the specialisations Advanced Automotive Design and Retail Design will not be offered anymore. For students who have obtained at least one positive result for one of the indicated Advanced Automotive Design and Retail Design courses³ before September 1, 2013, a transition regulation is applicable, implying that they will be granted the specific Advanced Automotive Design and Retail Design annotation in the supplement to their diploma under the condition that they graduate on or before August 31, 2016.

Section 5 – Electives and Annotations

Article 8 – Electives and admission requirements

1. Electives, within the meaning of sections 2, 3 and 4 of the Implementation Regulations, can be offered by the Faculty of Industrial Design Engineering (refer to the list of electives that is published in Study Guide, see these TER 2014-2015, article 2y) or by another faculty within or outside The Netherlands at a level comparable to that of the faculty of Industrial Design Engineering of TU Delft. An exception to this regulation applies to an elective of any faculty which is similar to an elective at the IDE Faculty, e.g. an internship; such an elective can only be done at the IDE Faculty as an IDE elective.
2. Courses of the IDE master's programmes that a student did not choose may be taken as an elective except for the master's specific projects (according to articles 2, 4, and 6).
3. For electives admission, besides the general master's admission requirements in accordance with articles 5 and 11 of the Teaching and Examination Regulations, extra requirements may occur. Only the responsible examiner may lay down requirements in consultation with the Director of Education. The description in Study Guide of the elective concerned states the admission requirements.

Article 9 – Annotations

Specific content in the parts of a master's programme may lead to one or more annotations to the master's exam. An annotation leads to a specific certificate. See Appendix 3 and Article 32b to the Rules & Guidelines from the Board of Examiners 2014-2015.

Section 6 – Courses and study outside the faculty

Article 10 – Electives and internships outside the faculty

1. The maximum number of study credits awardable for a single elective taken at a Dutch university is 9 EC, even if the actual workload was higher.
2. Students who take an internship outside the faculty as their elective shall receive not more than 9 EC for the elective. A maximum of 12 EC shall be awarded for an internship outside The Netherlands. An internship taken in the framework of an IDE master programme can only be done at the IDE Faculty as an IDE elective.

Article 11 – Study outside the faculty

Subject to the prior permission of the Board of Examiners, it shall be possible for a student to receive education for e.g. one semester at a university outside the faculty as replacement of a part of the student's original IDE master's programme (elective and/or mandatory courses) under the following conditions:

- a. the faculty has a co-operation or exchange agreement with the university abroad, and
- b. the education abroad shall be deemed equivalent to the attainment levels of the missed education within the student's original master's programme.

See Appendix 4.

Article 12 – Joint/double degree programmes with other universities

Students participating in a joint programme between the faculty and another university may receive a double or joint degree, depending on the character of the joint programme. See Appendix 5.

Section 7 – Flexible programmes

Article 13 – Composition of flexible academic programme

1. Students may compose an individual examination programme that culminates in a degree audit. The programme shall consist entirely or largely of courses taught in one of the IDE master's programme they are attending and may be supplemented by courses taught in other programmes or at other faculties or universities of an equivalent level.
2. A student who wishes to compose a programme of the kind referred to in clause 1 shall submit a detailed proposal to the Board of Examiners for approval, not later than two months before he intends to start a flexible master's programme. Each proposal shall be backed by clearly defined reasons.

Article 14 – Approval of flexible academic programme

1. The Board of Examiners shall decide within 20 working days of receiving the application, or, if the application is submitted during an academic holiday, not more than 10 working days after the end of the holiday. The Board of Examiners may defer its decision for not more than 10 working days. The student shall be given written notification of such deferment within the 20 working days referred to in the first sentence of this clause.
2. The Board of Examiners shall give reasons for rejecting a proposal after giving the student an opportunity to be heard.
3. The student shall receive written notification of the decision.

Section 8 – Transitional and provisional admission

Article 15 – Transitional regulations regarding admission to a master's programme

For this academic year no regulations are applicable.

Article 16 – Regulations regarding provisional admission to master's courses

For this academic year no regulations are applicable.

Section 9 - Sequence

Article 17 – Sequence of courses and examinations

1. Students participating in the master specific projects (according to articles 2, 4, and 6) are urged to take the related master's specific courses in the same semester (or in an earlier one).

2. A student must have obtained 30 EC in his masters' programme to participate in the Joint Master Project (ID4045), offered in the third semester of the master's programme, including at least one of the two master specific projects (according to articles 2, 4, and 6).
3. A student may start a Graduation Project provided that he has obtained all credits from the master's first year programme.

Section 10 – Passing

Article 18 – Pass arrangements

The pass arrangements for the master's degree audit shall be those stated in Article 32 of the Rules & Guidelines of the Board of Examiners.

Section 11 – These Regulations coming into force

Article 19 – These Implementation Regulations coming into force

1. These Implementation Regulations for the Teaching and Education Regulations have been decreed by resolution on August 19, 2003.
2. These Implementation Regulations have been adjusted for 2014-2015 and come into force on the first day of the academic year 2014-2015.
3. Drawn up by the Dean of the IDE Faculty on August 15, 2014.

Appendix 1 – Influx bachelors other than ID bachelors TU Delft

A. Bachelors from other TU Delft bachelor programmes and from other Dutch Universities

Students holding a bachelor degree of TU Delft or other Dutch universities, may be admitted to the IDE master's degree programmes Integrated Product Design (IPD), Design for Interaction (DfI) or Strategic Product Design (SPD) of the faculty of Industrial Design Engineering (IDE).

1. Students with a Bachelor degree Industrial Design of TU Eindhoven or University Twente are being admitted without further requirements.
2. Undergraduates with a bachelor degree that is closely related to the ID bachelor degree (to be judged by the Board of Examiners) may be admitted without or with very limited further requirements.
3. Other bachelors may be admitted with an additional bridging programme with a maximum of 30 EC. A bridging programme prior to the admission to a Master's degree programme has to be completed in accordance with Article 5a of the TER 2014-2015.

Prior to application students mentioned under the categories 2 and 3 above should contact the student counsellor for information about the admission. In many cases, the student will have to arrange a meeting with the coordinator of the master's programme concerned. In this meeting the student's motivation for and alignment with the master's programme will be discussed. The decision on admission and additional bridging courses shall be taken by the Director of Education, who, if necessary, will act on the advice of the Board of Examiners on this matter.

B. Influx higher professional education

Students holding a Dutch HBO-bachelor degree (Industriële Product Ontwikkeling, Werktuigbouwkunde, Bewegingstechnologie, Luchtvaarttechniek, Engineering Design and Innovation, Human Technology, Product Design and Engineering) and holding a grade point average of 7,5 or higher, may be admissible to a master's programme after a positive decision of the Director of Education, who, if necessary, will act on the advice of the Board of Examiners on this matter. In order to make a decision, the Director of Education requires information about the study results, curriculum vitae and motivation. A portfolio may also be required. Before starting the desired master's programme, the student has to complete a dedicated bridging programme with a maximum of 30 EC. A bridging programme prior to the admission to a Master's degree programme has to be completed in accordance with Article 5a of the TER 2014-2015.

Students holding a HBO-bachelor degree other than those mentioned above and holding a grade point average of 7,5 or higher, who are of the opinion to also be able to qualify for admission to a master's programme, apply with a request in writing to the student counsellor of the IDE Faculty.

After successfully completing the bridging programme, the student will be admitted to the desired master's degree programme IPD, DfI or SPD. For more information, contact the IDE student counsellors.

C. Influx of bachelors from foreign universities

General TU Delft requirements are:

- Bachelor degree (or equivalent) of an high quality and level,
- Grade Point Average (GPA) of 75% of the scale maximum,
- A sufficient international TOEFL or IELTS score if English is not the mother tongue and one did not follow all secondary and tertiary education in English,
- A relevant essay in English,
- A resume written in English.

Foreign students with a bachelor degree comparable with Industrial Design are admissible after a positive decision of the Director of Education, who, if necessary, will act on the advice of the Board of Examiners on this matter. In order to make a decision, the Director of Education requires information about the examination programme of the bachelor's course, the study results, a portfolio and motivation.

The IDE International Office and the coordinator of the envisaged master's programme advise the Director of Education on admission; there may be additional requirements. For further and precise information about application and admission requirements, see www.tudelft.nl/msc.

Appendix 2 – Annotations and special degrees

A. Annotation in 'Technology in Sustainable Development'

See the website: www.tudelft.nl/tido

B. Annotation in 'Entrepreneurship'

See the website: www.dce.tudelft.nl/

C. Education Track, leading to a teaching qualification in secondary education

Only for students who understand, speak and write Dutch fluently.

See the website:

<http://www.tudelft.nl/studeren/masteropl/masteropleidingen/science-education-and-communication/science-education-track/>

D. Annotation Honours Programme Master

See Appendix 3 and the website:

<http://studenten.tudelft.nl/en/students/education/honours-programme-delft/honours-programme-master/>

Appendix 3 – Honours Programme Master IDE

Excellent students can study an honours programme in their master's programme during the 2nd, 3rd and 4th semester. An honours programme is a special individual programme in addition to the regular master's programme, with a study load of at least 21 EC. The honours programme is related to the discipline of the master's programme and/or to the role of technology in society. It may offer more depth, for example a preparation for a PhD programme or a wider orientation in another science subject.

All master honours programme students of TU Delft follow a special interdisciplinary honours course of 5 EC, which focuses on academic competences such as philosophy of science, methodology, ethics and communication skills. A number of 16 EC must be completed in the faculty component of the Honours Programme. The honours programme has to be finished during the master's programme of the student. Students who have successfully completed their honours track receive a special certificate of the university.

Motivated students who have finished their bachelor programme with an average mark of 7.5 or higher and students who have shown an excellent performance during the first master semester (no fails and marks 7.5 or higher) are eligible for following an honours programme in their master's programme.

Students, who meet the abovementioned requirements and are interested in an honours programme, may apply by means of an essay. The English written essay contains the motivation and a proposal for an honours programme. The programme should show coherence within a specific theme.

Students who wish to apply, send their application to the Director of Education, see the website: <http://studenten.tudelft.nl/en/students/education/honours-programme-delft/honours-programme-master/>. The Director will decide on approval, if necessary acting on the advice of the Board of Examiners. See also article 8a of the Teaching and Examination Regulations 2014-2015.

Appendix 4 – Exchange Programmes

Within an exchange programme a part of the original Master's programme (one or two semesters, mandatory and/or elective courses) will be replaced by education of the other university. In the end one diploma will be awarded, being the one from the university of origin.

The same arrangements apply more or less to participation in special programmes like 'Athens', 'IDEA League' and 'Unitech'.

A. Exchange Programmes

Students interested in an exchange programme with a university with which the IDE faculty has a co-operation or exchange agreement (within or outside Europe), can contact the IDE international office through [internationaloffice-](#)

io@tudelft.nl for information about programmes, application processes, deadlines and possible scholarships. Exchange Programmes include the European Commission's programme 'Erasmus'.

B. KAIST-DfI Exchange Programme between Korea Advanced Institute of Science and Technology, Daejeon – Republic of Korea, and IDE Master Design for Interaction

4. From February 2009 the Faculty of Industrial Design Engineering of Delft University of Technology has started an exchange programme with the Korea Advanced Institute of Science and Technology (KAIST) in Daejeon – Republic of Korea. This programme partly takes place at TU Delft and partly at KAIST. This exchange programme leads to an IDE Master's degree for participating Dutch students and for a KAIST Master's degree for participating Korean students. The relevant programme of the IDE Faculty concerns the master programme Design for Interaction.
5. A student shall pass the degree audit as mentioned in clause 1 if he passes for all courses in the exchange programme, taking into account that marking and determination of results of a specific course will take place according to the rules and regulations of the university that offers that specific course.
6. Applications are evaluated by a selection committee consisting of members from both partners.
7. Students interested in this exchange programme can contact the IDE international office through internationaloffice-io@tudelft.nl for further information about the programme, the application process and deadlines.

C. METU-DfI Exchange⁹ Programme between Middle East Technical University, Ankara – Turkey, and IDE Master Design for Interaction

1. From September 2012 the Faculty of Industrial Design Engineering of Delft University of Technology has started an exchange programme with the Department of Industrial Design of the Middle East Technical University (METU) in Ankara – Turkey. This exchange programme leads to an IDE Master's degree for participating Dutch students and for a METU Master's degree for participating Turkish students. The relevant programme of the IDE Faculty concerns the master programme Design for Interaction. See the IDE website for information.
2. A student shall pass the degree audit as mentioned in clause 1 if he passes for all courses in the exchange programme, taking into account that marking and determination of results of a specific course will take place according to the rules and regulations of the university that offers that specific course.
3. Applications are evaluated by a selection committee consisting of members from both partners.

⁹ This METU-DfI Exchange programme replaces the former double degree programme between both departments/faculties Industrial Design Engineering at METU and TU Delft, established in 2008.

4. Students interested in the joint programme can contact the IDE international office through internationaloffice-io@tudelft.nl for further information about the programme, the application process and deadlines.

Appendix 5 – Joint/Double Degree Programmes

A joint programme is a programme set up by two or more universities. If the programme is independent from existing partners' programmes, in the end one, joint diploma is awarded (joint degree). If the programme is based on existing programmes at the participating universities, recognized by both, in the end two separate diplomas will be awarded, one from each partner (double degree).

A. Joint Degree Programmes

In this academic year 2014-2015, the Faculty of Industrial Design Engineering will not participate in any Joint Degree Programmes with other institutions.

B. Double Degree Programmes

A student can follow two master programmes at TU Delft at the same time. According to article 8.3 of the Teaching and Examination Regulations, in that case he must obtain at least 60 additional and unique credits on top of a complete master programme of 120 credits. This leads to two separate diplomas, one for each programme (double degree).

Students interested in a double degree programme should contact both the IDE Board of Examiners (through examencommissie-io@tudelft.nl) and the Board of Examiners of the other TU Delft faculty concerned.

Rules & Guidelines from the Board of Examiners 2014-2015 (*ex article 7.12 WHW*)

Section 1 – General

Article 1 – Scope of applicability

1. These Rules and Guidelines govern the Industrial Design Engineering (IDE) Master's degree programme Integrated Product Design (IPD), Design for Interaction (DfI) and Strategic Product Design (SPD) of Delft University of Technology, referred to below as the 'Programme' or the 'Programmes'.
2. Questions and requests regarding these Rules & Guidelines should be addressed towards examencommissie-io@tudelft.nl.

Article 2 – Definition of terms

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 IDE Master's Programmes Teaching and Examination Regulations, referred to below as the IDE TER MSc, apply.

Article 3 – The Board of Examiners' working method

1. In principle the Board of Examiners meets four times a year or as often as is necessary.
2. The Board of Examiners may give a mandate with respect to certain clearly defined duties.
3. The 'Kleine Examencommissie' (Small Board of Examiners), consisting of the Chairman and a member of the Board, is charged with looking after the day-to-day affairs of the Board of Examiners. The 'Kleine Examencommissie' meets twice a month with the exception of education-free periods.
4. The meetings are not public.
5. If a student submits a request or complaint to the Board of Examiners that involves a member of said Board, then the member in question shall not be involved in the handling of the request or complaint and will temporarily withdraw from the meeting.
6. A report will be drawn up regarding the matters discussed at meetings.
7. The Board of Examiners shall prepare an annual report of its activities during the previous academic year. The report shall be submitted to the Dean.

Article 4 – Decisions taken by the Board of Examiners

1. The Board of Examiners' rulings are based on a simple majority vote.
2. If the votes are equally divided the 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 a second 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 appoints examiners.
2. Those members of faculty (tenured or appointed on a tenure track position), employed by the university responsible for the degree programme, that are teaching a particular part of the degree programme, are the examiners for that part of the degree programme.

3. The Board of Examiners is entitled to appoint experts from outside the university as examiners. This appointment of an external examiner will be for a maximum period of two years, with the option to extend this period each time by a maximum of another two years.
4. The Board of Examiners may appoint ad hoc committees.

Article 6 – Standards

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
- b. expediency, to be expressed among other things in an attempt to:
 - limit the delay in the progress of students who are making good progress in their studies;
 - induce 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;
- c. warning students and taking appropriate action if they are in danger of taking on too great a study load; and
- d. clemency with respect to a student whose studies are being or have been delayed due to circumstances that are beyond his 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 English must substantiate that application, see also Article 7.3 of the IDE TER 2014-2015.
2. Before taking a decision the Board of Examiners will obtain advice from the examiner(s) in question with request to the application.

Article 8 – Fraud¹⁰

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his own when that is not the case.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled on a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme.
3. In the event that suspicion of fraud has been come up in group work involving students from different study programmes, the Boards of Examiners concerned will together agree which Board of Examiners will handle the case. The Board of

¹⁰ See also <http://studenten.tudelft.nl/en/students/faculty-specific/industrial-design-engineering/education/fraud/>

Examiners dealing with the case will keep the other Board or Boards informed of the outcome.

4. If fraud is suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and lay down the incident in writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, that will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
5. If fraud is discovered or suspected other than while an examination is being taken, the examiner will lay down the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
6. The Board of Examiners will give the student an opportunity to add written comments to the report that was drawn up by the examiner or invigilator.
7. The Board of Examiners will take a decision with respect to the case of fraud and can impose the following sanctions on the student depending on the gravity of the fraud, including repeated incidents of fraud:
 - a. a reprimand;
 - b. a decision that no results will be determined with respect to the examination or laboratory course work in question;
 - c. exclusion from the examination or laboratory course 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 foregoing measures.

In the event of serious fraud, the Board of Examiners is entitled to decide to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated.

8. The Board of Examiners will not take a decision as referred to in clause 5 until after the student has been given an opportunity to be heard. Such a hearing of the student will not be necessary if the Board of Examiners has determined that no fraud has been committed.

Article 9 – Terms

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 term of three weeks prior to an academic holiday, within 40 working days after the end of that holiday. The Board of Examiners may postpone taking a decision for a maximum term of 10 working days. The student will be informed in writing of such a postponement before the end of the term referred to in the first sentence.

Section 2 – Degree audit, registering and withdrawing

Article 10 – Registering for examinations¹¹

For registration to take part in a written examination and withdrawal or absence from a written examination, see articles 16 and 16b of the IDE Master's Programmes Teaching and Examination Regulations.

Article 11 – Registering for courses

For rules regarding registering for courses is being referred to the IDE TER MSc 2014-2015, articles 9 up and until 14.

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

1. A registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration not later than 20 working days before the time at which the meeting for the degree audit in question will be held.
2. The student must submit the definitive programme to the Student Administration not later than the day on which the term referred to in clause 1 commences.
3. All the obligations must be met and all results must have been submitted to the Student Administration not later than 10 working days before the meeting for the degree audit.
4. The Student Administration has the possibility of putting a student forward for the degree audit if it has established that the student has met all the obligations required for a degree audit. The Student Administration will drop its intention when the student within the specified period indicates that he/she wishes to improve a result or wishes 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 or absence 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 a degree audit should re-register on a subsequent occasion, in accordance with the provisions of Article 12.

Section 3 – Examinations

Article 14 – Taking written and oral examinations

1. 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, that assessment will be made on the basis of the relevant (identical) standards that have been determined in advance

¹¹ This article enters into force on 1 January 2014. Until this date, Article 10 of the Rules and Guidelines of the Board of Examiners IDE MSc 2012-2013 shall apply.

in accordance with the provisions of Article 17.2. If necessary the Board of Examiners will designate an examiner who will have primary responsibility for administering the examination.

2. In special cases the Board of Examiners may allow a student to take an examination in a form other than a written examination. A request for this must be substantiated.
3. An oral examination will preferably be conducted by two examiners.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.

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 that are to be made known in advance and from which the questions and assignments are derived. Those sources will be generally made known before the commencement of the course that will prepare the students for the examination. The exact scope of the material will be finalised not later than one month before the examination is held.
2. The questions and assignments contained in an examination are to cover the material that has been studied proportionally.
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. At the start of the course, the examiner will give the students an opportunity to familiarise themselves with examples of representative examination questions and answers and the standards on the basis of which the examination will be assessed.
6. 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 – Order during examinations¹²

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. The invigilators will observe the 'Guidelines for the invigilation of examination', which will be available in the examination location.
2. At the request of the Board of Examiners the student will be obliged to identify himself using his student ID (campus card) or other valid proof of identity (a passport, ID card or driving licence).
3. The student must follow the instructions given 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 clause may be excluded from further participation by the

¹² See also Article 17.2 of the Master TER 2014-2015.

Board of Examiners or the examiner. In these cases no examination result will be reported.

5. Examination paper and scrap paper will be provided. However, the student must bring his own writing and drawing materials.
6. If the use of a calculator is permitted during an examination, the student must bring his own calculator, which must be in compliance with the maximum capability indicated by the examiner.
7. During an examination the student may not have in his possession or 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 programmable calculators, computers, mobile telephones or other appliances 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 them in any manner whatsoever, either inside or outside the location where the examination is held.
10. The text of the examination solutions with explanations 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 after the examination has ended unless the examiner has decided otherwise.
12. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts and not within 15 minutes before the end of the examination. 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 finally leaving the location where the examination is held (not earlier than 30 minutes after the examination in question has started and not within 15 minutes before the end of the examination) the student must hand in the examination work, on which he has written his name and student number on each page, to the examiner or invigilator. In the case of a two-part examination, the answer forms for the first part shall not be handed in before the end of the first part; the answer forms for the second part shall not be handed in until at least 30 minutes after the start of that part of the examination.

Article 17 – Assessment

1. The assessment method, including the weighing of components, will be so transparent that the student can determine how the result was determined.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 14.1, on the basis of model answers and standards that have been laid down in writing in advance and that may have been revised on the basis of the correction. Oral examinations and practical works (e.g. portfolios) shall be marked in a similar way.
3. A result will be indicated by a mark, a V (*voldoende* = pass), an O (*onvoldoende* = fail), a NI (*niet ingeleverd* = not handed in) or a VR (*vrijstelling* = exemption).

4. A final mark for a course will be expressed in a whole mark or a half mark from 1.0 to 10.0. The meaning of the marks is as follows:

9.5 or 10.0	excellent
8.5 or 9.0	very good
7.5 or 8.0	good
6.5 or 7.0	more than satisfactory
6.0	satisfactory
4.5 to 5.5 incl.	unsatisfactory
3.5 or 4.0	poor
1.0 to 3.0 incl.	very poor
5. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
6. If a course consists of more than one component, the course overview in Study Guide will indicate how the final mark will be determined. The following provisions apply in this respect:
 - a. The marks of the different components of a course may be expressed in one or more decimal figures. Marks for components are not to be rounded off.
 - b. A result for a component examination may be included in the determination of the final mark only if it is expressed in a numerical value and equals at least 5.0.
 - c. The marks of the different components of a course can mutually compensate for each other.
 - d. The mark of a component of a course which is not expressed in a numerical value shall equal at least a V (*voldoende* = pass).
7. With a view to upgrading a mark, the examiner may set a compensatory assignment insofar as the nature of the course or practical allows this.
8. A student passes for a course if the weighed average of the marks of the components equals 6,0 or higher and the components which are not expressed in numerical values equal at least a V (*voldoende* = pass).
9. 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 or half figure or as a decimal figure. The meaning that the other degree programme attributes to those marks will also be adopted. The provisions contained in Article 31 apply to final marks that are earned abroad.
10. If more than one result is earned for a course, the highest result that has been earned will be included in the assessment of the examination.

Article 18 – Passing on and publishing the results of examinations

1. Article 21 of the IDE TER MSc determines the manner in which the results of an examination will be published.
2. The examiner will register the results of examinations to the Student Administration's registration system (Osiris), indicating the date on which the written examination was held, the oral examination was taken or the practical was completed.
3. If a course consists of components and the results are not to be registered in Osiris, the examiner will publish the results on Blackboard.

4. The examiner may lay down further rules with respect to the final date on which a practical may be completed. Such rules must be indicated in the course description in Study Guide and must be announced at the start of the course, e.g. on Blackboard.

Article 19 – Dating of examinations

1. The date of an examination will be the date on which the written examination has been held or the oral examination has been taken.
2. The date of a practical will be the date on which the report has been definitively submitted or the oral final presentation has been held, or, if there is no report or final presentation, the date on which the practical has ended.

Article 20 – Retaining work and results

1. In connection with possible appeals proceedings, the work that has been assessed, with the exception of three dimensional work, must be retained for at least one year after the date of assessment of the work. Three dimensional work must be retained for at least six weeks after the results have been published by the examiner.
2. In contravention to clause 1, successfully completed Master's theses and the related evaluation forms must be retained for at least seven years.
3. In the event that no result has been published, the term referred to in clause 1 will commence on the date on which the examination is held or the practical is completed.
4. The results of examinations will be retained by the Student Administration for a period of at least 10 years.

Section 4 – Exemption

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 in question to his application.
See also the IDE TER MSc, article 24 and 25.

Article 22 – Dating an exemption

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

Section 5 – Further rules governing internships and projects

Article 23 – Internships

An internship in the programme is an elective course. See www.io.tudelft.nl/internships, English page.

Article 24 – Projects

According to Article 2.k of the IDE TER MSc the educational form 'project' is a form of a practical. The provisions on practicals are documented scattered in these Rules and Guidelines.

Article 25 – Dating results of internships and projects

The appropriate provisions for courses and practicals in these Rules and Guidelines are applicable.

Section 6 – Further rules governing the master thesis project

Article 26 – Master thesis project

The provisions on the IDE Master thesis project are documented in the IDE Graduation Manual.

Article 27 – Composition of the assessment committee for the master thesis project

The provisions on the composition of the assessment committee for IDE Master thesis projects are documented in the IDE Graduation Manual.

Article 28 – Working method of the assessment committee

The provisions on the working method of the assessment committee for IDE Master thesis projects are documented in the IDE Graduation Manual.

Article 29 – Dating the master thesis project result

The date of the completion of the master thesis project will be the date on which the oral final presentation has been given.

Section 7 – Curriculum components completed elsewhere

Article 30 – Inclusion in the examination programme

The number of credits for components for which an exemption has been granted and/or for components that may be claimed in the programme from outside the programme is to be judged by the Board of Examiners.

Article 31 – Provision of information

1. In the event that a student has taken approved components outside the degree programme, the student will be responsible for ensuring that the authorised agency issues a statement indicating the component in question by name and insofar as applicable by course code, the standard hours allocated elsewhere for the study load (credits), the results, the date on which the results were earned and the date on which the statement was issued.
2. For components that the student has taken abroad the student must request the Board of Examiners to determine the scope in credits and the result.

Section 8 – Failing and passing rules

Article 32 – Failing and passing rules governing the master degree audit

1. The student has passed the master degree audit when the following requirements have been met:
 - a. a result has been earned for all courses as mentioned in the IDE TER MSc Implementation Regulations: a mark, a pass (V) or an exemption (VR); and
 - b. none of the marks may be lower than 6.0.
2. The method of assessment will be so transparent that the student can determine how the result was determined.
3. In special cases the Board of Examiners may deviate from the provisions contained in clause 1. In that case, it will stipulate additional requirements if necessary.

Article 32a – Failing and passing rules governing the Honours Programme Master

The student meets the requirements for the Honours Programme Master once the following have been met:

- a. A pass mark has been achieved for all subjects in the Honours Programme Master.
- b. The Honours Programme Master has been completed within the regular duration of the Master's degree programme.

The Board of Examiners can deviate from the time period as said under b.

Article 32b – Failing and passing rules governing annotations

The student has passed an annotation as set out in Appendix 2 to the Implementation Regulations to the TER 2014-2015 if he/she has achieved a pass mark for all subjects.

Section 9 – Conferring the predicate 'with distinction'

Article 33 – Predicate 'with distinction' for the master degree audit

1. A student *can* receive the predicate 'with distinction' for the master degree audit if the Board of Examiners decides to grant that predicate and the following requirements have been met:

- a. the weighed average of the results of the courses in the programme, not including the master thesis project, is at least 8,0. Passes (V) and exemptions (VR) will not be taken into consideration;
 - b. the result for the master thesis project is at least 9,0.
 - c. the length of study shall not exceed 2.5 years, excluding the overshoot allowed by law, or the period over which the examinee receives a contribution from the university's auditors fund. The length of study referred to in this clause shall be determined with due allowance for any delay in study due to circumstances that render a student ineligible for support under the Students Financial Support Regulations (RAS).
2. In special cases the Board of Examiners *may* decide to grant the predicate 'with distinction' to a student who does not meet the requirements referred to in clause 1 if the student in question has shown exceptional skills in the programme in question.

Section 10 – Degree certificates and results achieved

Article 34 – Degree certificate, transcript and supplement

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit was taken successfully.
2. The degree certificate for the master degree audit will be signed by Chairman of the Board of Examiners.
3. A supplement in English will be provided when the degree certificate is issued, which will in any event indicate the results.

Article 35 – 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 34 can not be issued when he leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the personal data, course code, course name, number of credits, the result and the date on which the result was earned.
2. A statement as referred to in clause 1 must be requested via the Student Administration.

Section 11 – Appeal and final provisions

Article 36 – Appeals against decisions taken by the Board of Examiners

An appeal may be brought against a decision taken by the Board of Examiners and/or an examiner for 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 Examinations referred to in Article 7.61 of the Higher Education and Research Act. The Board of Examiners will refer to this possibility of bringing an appeal in its decision.

Article 37 – Amendments to the Rules and Directives of the Board of Examiners

No amendments may be made to these Rules and Guidelines that will apply in respect of the current academic year unless the students' interests in all reasonableness are not affected.

Article 38 – Unexpected circumstances

If these Rules and Guidelines do not provide for a particular situation, the Board of Examiners will take a decision that is in line with these Rules and Guidelines to every extent possible.

Article 39 – Entry into force

1. These Rules and Guidelines will enter into force on the first day of the academic year 2014-2015.
2. Laid down by the Board of Examiners on August 15, 2014.