

2016-2017

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)

Responsibility for this publication is borne by
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Teaching and Examination Regulations (TER) 2016-2017 *(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 the Implementation Regulations 2016-2017 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 to educationregulations-ide@tudelft.nl, regardless of 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.: Academic year 2016-2017 begins September 5, 2016.
- 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 among others one of the following forms:
- writing a thesis,
 - conducting a project or experimental design,
 - completing a design or research assignment,
 - conducting a project,
 - giving a presentation,
 - 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, j 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, j 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. Summative examination* An examination or component examination which counts in the calculation of the final mark for the course.

<i>n. Formative examination</i>	An examination or component examination which does not count in the calculation of the final mark for the course; the formative examination aims at giving the student feedback regarding the development of knowledge and skills.
<i>n. Degree audit</i>	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.
<i>o. Board of Examiners</i>	The programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act.
<i>p. Examiner</i>	The individual, who, in line with Article 7.12c of the Act, has been appointed to set the examination in the course. In the text of these Regulations, 'examiner' also means 'examiners'. In general, the member of the scientific staff who is responsible for teaching in the course acts as examiner.
<i>q. Graduation Board</i>	Group of examiners responsible for teaching and examining during the student's Graduation Project.
<i>r. Supervising Professor/Tutor</i>	The professor or associate professor of the faculty who acts as the senior examiner responsible for teaching and examining during the student's Graduation Project.
<i>s. Implementation Regulations</i>	The Implementation Regulations which form part of these Teaching and Examination Regulations, containing specific information and provisions regarding the programmes.
<i>t. Credit (EC)</i>	A European Credit (EC) awarded in line with the <i>European Credit Transfer System (ECTS)</i> ; one EC denotes a study load of 28 hours.
<i>u. Working day</i>	A day not being Saturday or Sunday and not being an official public holiday or a collective holiday.
<i>v. Disability</i>	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.

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| w. Website /
Student Portal
IDE | The website of TU Delft, especially the web pages containing all specific and related information regarding the faculty, such as the programmes of the faculty, the rules and regulations and entries to information in Blackboard/Brightspace and the Study Guide. See the IDE Student Portal on http://studenten.tudelft.nl/en/io/ . |
| x. Blackboard /
Brightspace | The electronic system, <i>as a collaborative learning environment (CLE)</i> designed for the exchange of teaching information, available via the Website. |
| y. Study Guide | Source of information, containing the description of all courses of a programme, as published on http://studyguide.tudelft.nl . |
| y. Osiris | The electronic system for registration of educational matters, as well as the system for application for courses and examinations. |
| z. Bridging
Programme | A deficiency programme with the aim of being admitted in one of the master programmes. |
| aa. Study lenght | The duration of the study from the first subscription in the programme until passing the last part of the programme. |

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 being analytical in his/her work on the basis of a broad and deep scientific knowledge;
 2. Is able to synthesise knowledge and solve problems in a creative way dealing with complex issues;
 3. Has the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative in complex and unpredictable professional environments;
 4. Is able to assume leading roles, including management roles, in companies and research organisations, and to contribute to innovation;
 5. Is able to work in an international environment, helped by his/her social and cultural sensitivity and language and communication abilities, partly acquired through experience of team work and any study periods abroad;
 6. Is aware of possible ethical, social, environmental, aesthetic and economic implications of his/her work and to act accordingly;
 7. Is aware of his/her need to update their knowledge and skills.

- b. In addition, a master's graduate in Integrated Product Design:
 - 1. Is capable of developing innovative products and product-service combinations to satisfy the needs of the stakeholders, based on balancing the interests of users, business and societal challenges and 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 organizational 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 rigor.
- c. In addition, a master's graduate in Design for Interaction is capable of:
 - 1. Gathering and communicating specialist knowledge from the humanities and behavioural sciences, and (b) translating this knowledge into design parameters;
 - 2. Analysing product use and its various contexts and communicating the findings effectively to other people involved in the design process;
 - 3. Conceptualising the above into new products or services;
 - 4. Gathering and integrating knowledge on new technologies (e.g. materials, sensors, ...) into design opportunities;
 - 5. Developing prototypes of experiential quality and test these with users;
 - 6. Independently setting up and conducting research projects;
 - 7. Presenting and reporting design concepts and research findings in a professional manner;
 - 8. Answering research questions by designing products/prototypes;
 - 9. Contributing effectively to design teams.
- d. In addition, a master's graduate in Strategic Product Design is capable of:
 - 1. Applying tools and techniques to collect information on customer behaviour, competitive behaviour, market trends and technological developments;
 - 2. Translating product-related firm strategies into conceptualized and visualized product (line) directions;
 - 3. 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. 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. Independently setting up and conducting a complex multidisciplinary strategic product design, design consulting or research project;

6. Presenting and reporting design concepts and (strategic and/or scientific) research findings in a professional manner;
7. Leading 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 a bachelor degree other 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 in the “Policy on fees and enrolment”, laid down in Appendix 1 of the Student Charter (central part), and clarified in Part 1.2 “Entrance and admission” of the mentioned Student Charter;
 - 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. Applicants holding a foreign bachelor degree in Industrial Design or a foreign bachelor degree closely related to Industrial Design are eligible to be considered for admission if the Grade Point Average (GPA) is at least 75% of the scale maximum (unless specific requirements are defined for the country in which the applicant obtained his/her Bachelor’s degree certificate) and the applicant meets the English language requirements for the specific MSc programme.
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 is enrolled in a Bachelor’s degree programme in order to follow a bridging programme with the aim of being admitted in a Master’s degree programme at TU Delft must complete his bridging programme within two academic years.
2. In case a student fails to complete the bridging programme within the period as said in clause 1 his enrolment will be terminated. The student may request a twelve-month extension of enrolment. A well-founded decision will be made at this request.
3. The Executive Board will set the fee to be charged, as denoted in Article 7.57i of the Act, for the enrolment as student in a bridging programme and for the extension thereof, as denoted in subsection 2 of this article.

Article 5b – 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 paragraph 5 of the 'Uitvoeringsregeling' to the 'Bachelor Onderwijs en Examenregeling Industrieel Ontwerpen 2016-2017'.

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 each 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 must choose an alternative elective course.

Section 2a – Honours Programme Master IDE

Article 8a – Honours Programme Master Industrial Design Engineering

1. Students who meet the criteria as referred to in Appendix 3 of the Implementation Regulations are encouraged to apply for the Honours Programme Master Industrial Design Engineering for outstanding master students. See also Appendix 3 for instructions to apply.
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. Of these 21 credits, 5 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. The remaining credits (16) 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 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 is opened for that purpose. 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 well in advance. The application for courses has to take place per semester, meaning for courses of 2 quartiles at once.
2. The faculty will enrol 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.
3. Students who have not made one or more applications for courses in due time, do not have permission to participate in the particular master's courses.

4. A student may request the Director of Education (via educationregulations-ide@tudelft.nl) to grant him exemption from the requirements of applying for the programme's courses on the grounds of special circumstances. Before reaching a decision, the Director of Education shall, if necessary, hear the student and/or the academic counsellor. 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 – Moved, now article 5b

Article 11 – Withdrawal

1. A student who decides not to take part in a master's course for which he has already registered, has to withdraw from that course at the most 7 calendar days before the semester in which that course starts. Withdrawal is to be done in writing at r.p.devos@tudelft.nl.
2. Late withdrawal from a course will be registered. When repeatedly withdrawing from a course late, a student can be called to account by the Director of Education.

Article 12 – Decision on participation in elective courses

1. Whether a student can participate in an elective courses is decided by the Director of Education. In any case, the Director commits oneself to make an effort for offering students the opportunity to obtain as much credits (EC) for elective courses as their nominal programme indicates.
2. The following groups of students are eligible 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.In this case, inclusion will take place by lot.
3. The Director of Education may deviate from clause 2 of this article when 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 2 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 IDE Student Portal website (this [webpage](#)), about 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, loses the right to participate any further in that course.
3. If a student fails to attend one or more obligatory meetings and/or has not met the requirements applicable to a course or part thereof, no marks shall be awarded for his work in that course or part thereof. Not meeting the requirements may also lead to expulsion from further participation in a course.
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 educationregulations-ide@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, if necessary, hears the student, the examiner and/or the academic counsellor.

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. at the end of 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.Based on educational and/or organizational reasons, the Director of Education may determine that students be given the opportunity to take written exams in another week of the quartile in question. Students involved will be informed by e-mail and via Blackboard.
2. A student shall in principle have one opportunity each year to complete practicals. Additional opportunities may be provided only if stated in the description of the course contained in the Study Guide. See also article 17 of the TER on validity of marks and article 17.7 of the Rules & Guidelines from the Board of Examiners on the conditions to upgrade marks.
3. Each year a (preliminary) timetable of all the opportunities to sit written (component) examinations is drawn up. The timetable is distributed at the latest before the start of each semester. In principle, examinations take place on a working day. The times and dates referred to in this clause shall be determined with a view to preventing 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 by e-mail in case of such a change. A message will also appear on 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 a student's individual request.

Article 15b – Sequence of examinations

Regulations on the sequence in which students are required to sit (component) examinations and participate in courses are laid down in the Implementation Regulations 2016-2017, article 17.

Article 16a - 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. The student will receive a confirmation as by e-mail (examination ticket).
2. Students may submit a request to register for an examination after the deadline mentioned in clause 1 has passed but no later than 3 calendar days before the examination in question, at the central examination desk. The request will be honoured providing that seats are available in the room or rooms where the examination is scheduled to take place. The student will receive a confirmation as by e-mail (examination ticket).
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. A student who has not registered for the examination and is therefore not included on the list of participants may report to the invigilator on the day of the examination from 15 minutes before until the start of the examination. In so far as seats are available, students will be admitted to the examination room half an hour after the start of the examination in the order they reported to the invigilator. The lack of half an hour examination time cannot be compensated. Students who have thus gained access to the exam will be added to the list of participants. The student takes the exam, subject to the reservation that it will be investigated whether he is entitled to participate in the examination.
6. When the investigation leads to the conclusion that the student was not entitled to participate in the examination, e.g. due to a non valid subscription as a student, the examination work is invalid, will not be evaluated and does not lead to a result.
7. 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.
8. The Board of Examiners will only agree to the request as said in clause 7 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 3 calendar days before the examination takes place.
2. Any student who has withdrawn from an examination has to 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 also apply to component examinations, unless stated differently.
3. For the courses in the master programme Integrated Product Design, the following clauses a and b apply:
 - a. The result of a summative assessment of a course is valid for the academic year the student follows the course in question. If a student does not achieve a sufficient result for that course in the academic year that he started it, then in principle all results that have been achieved for summative assessments of the course expire, see also clause b.
 - b. If a student achieves a sufficient result for a summative assessment of a course (at least 6,0 or V) in the preceding academic year, and the summative component in question and/or the course in question remains unchanged in either content or form in the subsequent year at the discretion of the examiner, the validity of the result will be extended until the end of that academic year. The validity is only extended once.

Article 18 – The form of examination and method of assessment

1. (Component) examinations in courses are set as described in the Implementation Regulations, with reference to the Study Guide.

2. The Board of Examiners may deviate from the provisions of clause 1 of this article, in favour of the student.
3. In general, in the examination in a course, the member of the scientific staff who is responsible for teaching in the course acts as examiner.

Article 19 – Oral examinations

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

Article 20 – 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 16 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 16 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 16 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.

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. Where this is not possible, the examiner shall debrief the student on time about the previous (component) examination.

4. If the result of a component examination or practical is not to be registered in the registration system, the examiner will publish the results on the course's Blackboard site within 15 working days.
5. Publishing the results will always happen taking due account of the student's privacy.

6. If, due to exceptional circumstances, the examiner is unable to meet the requirements stated in this Article, he 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).
7. Upon receiving the result of an (component) examination or practical, the student will be made aware of his right to inspect the results as referred to in Article 21 and the opportunity to discuss the results as referred to in Article 22.
8. 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 21 – 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, a student who sat the exam may acquaint himself 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 fewer 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 22 – 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 of this article.

Section 5 – Studying with a disability

Article 23 – 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. Examples of adaptations can be found in Appendix 6 to the Implementation Regulations 2016-2017.
2. The request as said in clause 1 must be accompanied by a valid medical certificate from a doctor or a psychologist. In case 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, having consulted the academic counsellor, should send a request to educationregulations-ide@tudelft.nl.

Section 6 – Exemptions

Article 24 – Exemption from (component) courses or practicals

The Board of Examiners, having been advised by the relevant examiner, may decide, if necessary, 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, which 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 25 – 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 an 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 17.3 of these TER 2016-2017 may be applicable.

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 Student Manual 2016-2017.

Article 32 – Right of appeal

1. A student has the right to appeal against a decision made by the Director of 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 can do so by appealing to the Dean of the Faculty of Industrial Design Engineering within 2 weeks after the decision was communicated to the student. The Director of Education mentions this possibility together with his decision.
2. 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.

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 2016-2017 and come into force on the first day of the academic year 2016-2017.
3. Drawn up by the Dean of the IDE Faculty on August 15, 2016.

Implementation Regulations 2016-2017

Appendix to the Teaching and Examination Regulations 2016-2017 (TER)

Section 1 – General

In Sections 2, 3 and 4 of these Implementation Regulations to the Teaching and Examination Regulations (TER) 2016-2017 the IDE master's examination programmes are described as offered in the academic year 2016-2017:

- For the master programme Integrated Product Design (IPD) turn to:
 - Section 2A if the start is in September 2016 or after;
 - Section 2B if the start was in September 2011 or after – up to and including in February 2016;
- For the master programme Design for Interaction (DfI) turn to:
 - Section 3A if the start is in September 2016 or after.
 - Section 3B if the start was in September 2010 or after – up to and including in February 2016.
- For the master programme Strategic Product design (SPD) turn to:
 - Section 4A if the start is in September 2016 or after.
 - Section 4B if the start was in September 2010 or after – up to and including in February 2016.

Within the new 2016 programmes, **specific regulations** are applicable. To learn about these regulations, turn to article 5 – Electives and annotations, article 7 – Electives and internships outside the faculty, and article 14 – Sequence of courses and examinations.

Between the new 2016 programmes and the former programmes, **transition regulations** are applicable. To learn about these regulations, turn to Appendix 7.

If the start of the IDE master's programme preceded the dates mentioned above, please refer to the examination programme's in the Implementation Regulations to the Teaching and Examination Regulations of the relevant academic year or consult an academic 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 2A – 2016 Master's programme Integrated Product Design (IPD)

For students who start their Master IPD in September 2016 or after.
For transition and other regulations, if any, see Section 1 and Appendix 7.

Article 2a – Composition of the 2016 master's programme IPD

code	course name	EC	assessment ¹
ID4010	Design Theory and Methodology *	3	
ID4060	Manage your Master *	2	
ID4070	IDE Academy *	4	
ID4135-16	Modelling	3	
ID4170	Advanced Concept Design **	21	
ID4175	Advanced Embodiment Design **	21	
ID4180	Managing Product Innovation	3	
ID4185	Strategic Sustainable Design	3	
	Electives	30	
ID4190-16	Graduation Project (IPD)	30	

* Courses are referred to as 'general master course IDE'.

** Courses include a 'master specific project IPD'. For these IPD courses, article 17.3 of the TER is applicable.

Article 2aa – Specialisation in IPD: Medisign

The following conditions apply to the specialisation Medisign in IPD:

1. The student shall organise the following courses in a way specific to this specialisation:
 - one Medisign specific project: either a 'master specific project IPD' within the courses with code ID4170 or ID4175 (according to article 2a) or a project within an elective course (e.g. the Joint Master Project, code ID4045);
 - the Graduation Project (IPD), code ID4190-16.
2. The student who started his Master IPD programme in September 2016 or later, shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives².

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

² For an overview of Medisign-specific electives, see the Student Manual 2016-2017.

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

For students who started their Master IPD in February 2016 or before.
For transition and other regulations, if any, see Section 1 and Appendix 7.

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

code	course name	EC	assessment ³
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	

* Courses are referred to as 'general master course IDE'.

** Courses include a 'master specific project IPD'. For these IPD courses, article 17.3 of the TER is applicable.

Article 2bb – Specialisation in IPD: Medesign

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 Medesign specific project: either a 'master specific project IPD' within the courses with code ID4170 or ID4175 (according to article 2b) or a project within the Joint Master Project, code ID4045,
 - the Graduation Project (IPD), code ID4196.
2. The student who started his Master IPD programme in September 2015 or February 2016, shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives⁴.
3. The student who started his Master IPD programme before September 2015, shall obtain in total at least 9 EC of specialisation-specific electives⁵.

³ See the Study Guide for the form of examination and method of assessment for each course.

⁴ For an overview of specific electives Medesign, see the Student Manual 2015-2016.

⁵ For an overview of specific electives Medesign, see the Student Manual 2014-2015 or earlier.

Section 3A – 2016 Master's programme Design for Interaction (DfI)

For students who started their Master DfI in September 2016 or after.
For transition and other regulations, if any, see Section 1 and Appendix 7.

Article 3a – Composition of the 2016 master's programme DfI

code	course name	EC	assessment ⁶
ID4010	Design Theory and Methodology *	3	
ID4060	Manage your Master *	2	
ID4070	IDE Academy *	4	
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	
ID4250-16	Project Exploring Interactions **	12	
ID4256	Project Usability and User eXperience Assessment in Design **	12	
ID4265	DfI Research Methodology	3	
	Electives	30	
ID4290-16	Graduation Project (DfI)	30	

* Courses are referred to as 'general master course IDE'.

** Courses are referred to as 'master specific project DfI'.

Article 3aa – Specialisation in DfI: Medesign

The following conditions apply to the specialisation Medesign in DfI:

1. The student shall organise the following courses in a way specific to this specialisation:
 - one Medesign specific project: either a 'master specific project DfI' within the courses with code ID4250-16 or ID4256 (according to article 3a) or a project within an elective course (e.g. the Joint Master Project, code ID4045);
 - the Graduation Project (DfI), code ID4290-16.
2. The student who started his Master DfI programme in September 2016 or later, shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives⁷.

⁶ See the Study Guide for the form of examination and method of assessment for each course.

⁷ For an overview of specific electives Medesign, see the Student Manual 2016-2017.

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

For students who started their Master DfI in February 2016 or before.

For transition regulations per course, if any, see Section 1 and Appendix 7.

Article 3b – Composition of the 2010 master's programme DfI

code	course name	EC	assessment ⁸
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	

* Courses are referred to as 'general master course IDE'.

** Courses are referred to as 'master specific project DfI'.

Article 3bb – Specialisation in DfI: Medesign

The following conditions apply to the specialisation Medesign in DfI:

1. The student shall organise the following courses in a way specific to this specialisation:
 - one Medesign specific project: either a 'master specific project DfI' within the courses with code ID4250 or ID4256 (according to article 3b) or a project within the Joint Master Project, code ID4045,
 - the Graduation Project (DfI), code ID4297.
2. The student who started his Master DfI programme in September 2015 or February 2016, shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives⁹.
3. The student who started his Master DfI programme before September 2015, shall obtain in total at least 9 EC of specialisation-specific electives¹⁰.

⁸ See the Study Guide for the form of examination and method of assessment for each course.

⁹ For an overview of specific electives Medesign, see the Student Manual 2015-2016.

¹⁰ For an overview of specific electives Medesign, see the Student Manual 2014-2015 or older.

Section 4A – 2016 Master's programme Strategic Product Design (SPD)

For students who start their Master SPD in September 2016 or after.
For transition regulations per course, if any, see Section 1 and Appendix 7.

Article 4a – Composition of the 2016 master's programme SPD

code	course name	EC	assessment ¹¹
ID4010	Design Theory and Methodology *	3	
ID4060	Manage your Master *	2	
ID4070	IDE Academy *	4	
ID4216	Context and Conceptualisation	6	
ID4315-16	Brand & Product Commercialisation	8	
ID4330	New Product Economics	3	
ID4337	Design Roadmapping	3	
ID4340	Strategic Value of Design	3	
ID4350-16	Design Strategy Project **	12	
ID4355-16	SPD Research	13	
ID4370	SPD Media	3	
	Electives	30	
ID4390-16	Graduation Project (SPD)	30	

* Courses are referred to as 'general master course IDE'.

** The course is referred to as 'master specific project SPD'.

Article 4aa – Specialisation in SPD: Medesign

The following conditions apply to the specialisation Medesign in SPD.

1. The student shall organise the following courses in a way specific to this specialisation:
 - one Medesign specific project: either a 'master specific project SPD' within the course with code ID4350-16 (according to article 4a) or a project within an elective course (e.g. the Joint Master Project, code ID4045);
 - the Graduation Project (SPD), code ID4390-16.
2. The student who started his Master SPD programme in September 2016 or later, shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives¹².

¹¹ See the Study Guide for the form of examination and method of assessment for each course.

¹² For an overview of specific electives Medesign, see the Student Manual 2016-2017.

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

For students who start their Master SPD in February 2016 or before.
For transition regulations per course, if any, see Section 1 and Appendix 7.

Article 4b – Composition of the 2010 master's programme SPD

code	course name	EC	assessment ¹³
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 course IDE'.

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

Article 4bb – Specialisation in SPD: none

¹³ See the Study Guide for the form of examination and method of assessment for each course.

Section 5 – Electives and Annotations

Article 5 – 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 the Student Manual 2016-2017 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 courses referred to as 'master's specific projects' (according to Sections 2, 3, and 4).
3. A student may choose to include a full semester of a different IDE master's programme as the elective semester in his master's programme (third semester), including the 'master's specific project' of that different master's programme (according to Sections 2, 3, and 4), under the condition that the student is admissible to that different IDE master's programme. See also article 12 of these Implementation Regulations on sequence.
4. For electives admission, in addition to 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 the Study Guide of the elective in question states the admission requirements.

Article 6 – 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 2 and Article 32b to the Rules & Guidelines from the Board of Examiners 2016-2017.

Section 6 – Courses and study outside the faculty

Article 7 – Courses outside the faculty

The maximum number of study credits awardable for a single course taken at a Dutch university is 9 EC, even if the actual workload was higher.

Article 8 – Studying a part of the programme 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 (see also Appendix 4):

- 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.

Article 9 – 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 10 – 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 11 – 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 up to 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 - Sequence

Article 12 – Sequence of courses and examinations

1. Students participating in courses referred to as or including a 'master specific project' (according to articles 2a, 3a and 4a) are urged to take the related master's specific courses in the same semester (or in an earlier one).
2. Electives can only be taken during the 3rd semester (or thereafter) of the programme and under the condition that the student has obtained at least 30 EC of the 1st year courses.
- 3a. Credits (EC) for electives taken before the 3rd semester of the programme are considered to be extra-curricular, with the exception of a maximum of 6 EC obtained for one elective 'Workshop / Design Competition' and/or one elective 'Project Organisation'.

- 3b. The Board of Examiners can give permission to take other electives with a maximum of 6 EC before the 3rd semester of the programme. The student should submit a substantiated request to the Board of Examiners.
4. A student may start a Graduation Project at the earliest at the beginning of the 4th semester of his programme, provided that he has obtained all credits from the master's first year programme.

Section 9 – These Regulations coming into force

Article 13 – 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 2016-2017 and come into force on the first day of the academic year 2016-2017.
3. Drawn up by the Dean of the IDE Faculty on August 15, 2016.

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 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 2016-2017.

Prior to application students mentioned under the categories 2 and 3 above should contact the academic 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 2016-2017.

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 academic 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 academic counsellors.

C. Influx of bachelors from foreign universities

For the general TU Delft requirements, see this webpage:

<http://www.tudelft.nl/en/study/master-of-science/master-programmes/design-for-interaction/application-and-admission/non-dutch-bsc-degree/tu-delfts-general-admission-requirements/>

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 master's programme in question advise the Director of Education on admission; there may be additional requirements.

Appendix 2 – Annotations and special degrees

A. Annotation in 'Technology in Sustainable Development'

See the website: <http://www.tudelft.nl/tido>

B. Annotation in 'Entrepreneurship'

See the website: <http://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 (HPM) 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.

See also Section 2a of the Teaching and Examination Regulations 2016-2017.

Content

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.

Admission requirements

Motivated students who have finished their bachelor programme with an average mark of 7.5 or higher and/or nominal students who have shown an excellent performance during the first master semester 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.

Application

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.

Passing rules

To pass the Honours Programme Master IDE all courses and modules of the HPM need to be completed with a mark at least 6,0 or V (sufficient) within the duration of the regular master programme. See also article 32a of the Rules & Guidelines from the Board of Examiners 2016-2017.

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 at 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

1. In February 2009 the Faculty of Industrial Design Engineering of Delft University of Technology 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.
2. A student shall pass the degree audit as mentioned in clause 1 if he passes 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.
4. 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 Exchange¹⁴ Programme between Middle East Technical University, Ankara – Turkey, and IDE Master Design for Interaction

1. In September 2012 the Faculty of Industrial Design Engineering of Delft University of Technology 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 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: <http://studenten.tudelft.nl/en/students/faculty-specific/industrial-design-engineering/education/study-abroad/>
2. A student shall pass the degree audit as mentioned in clause 1 if he passes 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.
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.

¹⁴ 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.

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 2016-2017, 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 educationregulations-ide@tudelft.nl) and the Board of Examiners of the other TU Delft faculty concerned.

Appendix 6 – Studying with a disability, examples of adjustments to education and assessment

1. Adjustments to the assessment procedure, including examinations and other forms of assessment, may concern the following matters, i.e.:
 - the form of assessment (e.g. replacing a written examination by an oral one or vice versa, testing knowledge of the studied material by way of interim examinations, or granting an exemption from attendance);
 - time-related matters (such as granting more time during examinations, granting exemptions from admission requirements, or extending the period within which a component must be completed);
 - the resources that candidates are allowed to use during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
 - the location (taking examinations in a separate distraction-free room).
2. Adjustments to the educational facilities may concern the following matters, among others:
 - making modified furniture available in the classrooms and examination rooms;
 - making special equipment available (such as magnifying or Braille equipment for blind or partially sighted students, or audio induction loops and solo equipment for students who are deaf or hearing impaired);
 - making special computer facilities available (such as voice recognition or speech synthesis software);
 - making a quiet room available.

Appendix 7 – Transitional regulations between the new 2016 and the former master programmes for students who started their master programme in February 2016 or before

1. General master courses ID4000/4100/4200/4300 Generic and Professional Skills, ID4010 Design Theory and Methodology, ID4045 Joint Master Project and ID4050 Internationalisation.
 - ID4000/4100/4200/4300 – Generic and Professional Skills (GPS)
 - Changes in the new 2016 master programmes:
 - The course ID4000/4100/4200/4300 GPS disappears, part of GPS will be incorporated in the new course ID4060 Manage your Master (MyM; 2 EC).
 - Transitional regulations for students who started their master programme in February 2016 or before:
 - Students who need to complete GPS-2 → Register for the course ID4060 Manage your Master (MyM) and attend MyM only once.
 - Students who need to complete GPS-3 → Register for ID4000 GPS-3; this part of GPS will be offered one last time in 2016-2017, in the fall as well as in the spring.
 - Students who need to complete both GPS-2 and GPS-3 follow both steps above.
 - ID4010 – Design Theory and Methodology (DTM)
 - Changes in the new 2016 master programmes:
 - The course ID4010 DTM will move from quartile 1 to quartile 2.
 - Transitional regulations for students who started their master programme in February 2016 or before:
 - In 2016-2017, the course ID4010 DTM will be offered one time, spread over quartile 1 (1 EC) and quartile 2 (2 EC).
 - Students register for the course ID4010 DTM.
 - ID4045 Joint Master Project (JMP)
 - Changes in the new 2016 master programme:
 - The course ID4045 JMP will disappear as a compulsory course.
 - Transitional regulations for students who started their master programme in February 2016 or before:
 - In 2016-2017, the course ID4045 JMP will be offered again, in semester 1 as well as in semester 2
 - Students register for the course ID4045 JMP.
 - As of 2017-2018 the course ID4045 JMP will be an elective course.

- ID4050 Internationalisation
 - Changes in the new 2016 master programmes:
 - The course ID4050 Internationalisation will disappear as a compulsory course.
 - Transitional regulations for students who started their master programme in February 2016 or before:
 - In 2016-2017, the course ID4050 Internationalisation will be offered one last time, in quartile 4.
 - Students register for the course ID4050 Internationalisation.
 - As of 2017-2018 the course Internationalisation will be an elective course; it is not yet known in which quartile the course then will be offered.
2. IPD courses – Changes / Transitional regulations for students who started their master programme in February 2016 or before:
- For students who started their master IPD programme in February 2016 or before remains unchanged:
 - The IPD examination programme: students will have to pass all compulsory courses of their current programme and obtain 18 EC in elective courses, according to Section 2B.
 - In 2016-2017, students still have the opportunity to follow and pass unfinished compulsory IPD courses in the same semester as in 2015-2016.
 - Unchanged compulsory IPD courses: ID4045 Joint Master Project (JMP), ID4170 Advanced Concept Design (ACD), ID4175 Advanced Embodiment Design (AED) and ID4196 Graduation Project IPD.
 - Transitional arrangements for ID4000/4100/4200/4300 Generic and Professional Skills, ID4010 Design Theory and Methodology, ID4045 Joint Master Project and ID4050 Internationalisation: see ad 1.
 - Transitional arrangements for compulsory IPD courses: ID4180 Managing Product Innovation (MPI) and ID4185 Strategic Sustainable Design (SSD): see below.
 - ID4180 Managing Product Innovation (MPI)
 - Changes in the new 2016 master IPD programme:
 - No changes with regard to the place in the programme.
 - Transitional regulations for students who started their master IPD programme in February 2016 or before:
 - In 2016-2017, the course ID4180 MPI will be offered in quartile 1.
 - Students register for this course ID4180 MPI.

- ID4185 Strategic Sustainable Design (SSD)
 - Changes in the new 2016 master IPD programme:
 - The course ID4185 SSD will move from semester 1 (quartile 2) to semester 2 (quartile 4).
 - Transitional regulations for students who started their master IPD programme in February 2016 or before:
 - In 2016-2017, the course ID4185 SSD will be offered again, in semester 1 (quartile 2) as well in semester 2 (quartile 4).
 - Students register for this course ID4185 SSD.
3. DfI courses – Changes / Transitional regulations for students who started their master programme in February 2016 or before:
- For students who started their master DfI programme in February 2016 or before remains unchanged:
 - The DfI examination programme; students will have to pass all compulsory courses of their current programme and obtain 18 EC in elective courses, according to Section 3B.
 - In 2016-2017 students still have the opportunity to follow and pass unfinished compulsory DfI courses in the same semester as in 2015-2016.
 - Unchanged compulsory DfI courses: ID4045 Joint Master Project (JMP), ID4210 Project Understanding, Use and Experience (PUUE), ID4216 Context and Conceptualisation (C&C), ID4220 Interactive Technology Design (ITD), ID4230 Visual Communication Design (VCD), ID4256 Project Usability and User eXperience Assessment in Design (UXAD) and ID4297 Graduation Project DfI.
 - Transitional arrangements for ID4000/4100/4200/4300 Generic and Professional Skills, ID4010 Design Theory and Methodology, ID4045 Joint Master Project and ID4050 Internationalisation: see ad 1.
 - Transitional arrangements for compulsory DfI courses: ID4235 Reflection on Designing (RoD), ID4250 Project Exploring Interactions (PEI) and ID4265 DfI Research Methodology (DfI RM), see below.
- ID4235 Reflection on Designing (RoD)
 - Changes in the new 2016 master DfI programme:
 - The course ID4235 RoD will move from quartile 1 to quartile 4.
 - Transitional regulations for students who started their master DfI programme in February 2016 or before:
 - In 2016-2017, the course ID4235 RoD will be offered in semester 1 (quartile 2) as well as in semester 2 (quartile 4).
 - Students register for the course ID4235 RoD.

- ID4250 Project Exploring Interactions (PEI)
 - Changes in the new 2016 master DfI programme:
 - The course ID4250 PEI (9 EC), in the new 2016 programme will be the course ID4250-16 PEI (12 EC).
 - Transitional regulations for students who started their master DfI programme in February 2016 or before:
 - Students who have not yet passed the course ID4250 PEI (9 EC), follow the new course ID4250-16 PEI (12 EC). The surplus of 3 EC may be part of student's elective space.
 - Students register for the course ID4250-16 PEI (12 EC).
 - ID4265 DfI Research Methodology (DfI RM)
 - Changes in the new 2016 master DfI programme:
 - The course ID4265 DfI RM will move from quartile 3 to quartile 4.
 - Transitional regulations for students who started their master DfI programme in February 2016 or before:
 - The course ID4265 DfI RM will be offered only in quartile 4 (instead of in quartile 3).
 - Students register for the course ID4265 DfI RM.
4. SPD courses – Changes / Transitional regulations for students who started their master programme in February 2016 or before:
- For students who started their master SPD programme in February 2016 or before remains unchanged:
 - The SPD examination programme; students will have to pass all compulsory courses of their current programme and obtain 18 EC in elective courses, according to Section 4B.
 - In 2016-2017 students still have the opportunity to follow and pass unfinished compulsory SPD courses in the same semester as in 2015-2016.
 - Unchanged compulsory SPD courses: ID4045 Joint Master Project (JMP), ID4216 Context and Conceptualisation (C&C), ID4330 New Product Economics (NPE), ID4340 Strategic Value of Design (SVD) and ID4396 Graduation Project SPD.
 - Transitional arrangements for ID4000/4100/4200/4300 Generic and Professional Skills, ID4010 Design Theory and Methodology, ID4045 Joint Master Project and ID4050 Internationalisation: see ad 1.
 - Transitional arrangements for compulsory SPD courses: ID4310 Brand & Product Strategy (BPS), ID4315 New Product Commercialisation (NPC), ID4321 Customer Research in NPD (CR NPD), ID4336 Leading Strategic Design (LSD), ID4350 Design Strategy Project (DSP), ID4355 SPD Research Project (SPD RP) and ID4360 SPD Research Methodology (SPD RM): see below.

- ID4310 Brand & Product Strategy (BPS)
 - Changes in the new 2016 SPD programme:
 - The course ID4310 BPS (6 EC) will be – together with the course ID4350 DSP and elements of the course ID4336 LSD – merged into the new course ID4350-16 Design Strategy Project (12 EC).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - In 2016-2017, the course ID4310 BPS will be offered one last time, as part of the new course ID4350-16 DSP, only in quarter 1. Student register for the course ID4310 BPS.
 - Students who still need to complete both course ID4310 BPS and course ID4350 DSP follow the new course ID4350-16 DSP and register for the course ID4350-16 DSP.
- ID4336 Leading Strategic Design (LSD)
 - Changes in the new 2016 SPD programme:
 - The course ID4336 (3 EC) disappears. Elements of the course will be integrated in the new course ID4350-16 Design Strategy Project (12 EC).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - Students who still have to follow the course ID4336 LSD have two options: 1- to follow the new course ID4337 Design Roadmapping which is offered in quartile 1 of 2016-2017; students register for the course ID4337 Design Roadmapping; 2- to choose an extra elective course of 3 EC.
- ID4350 Design Strategy Project (DSP)
 - Changes in the new 2016 SPD programme:
 - The course ID4350 DSP (6 EC) will be – together with the course ID4310 BPS and elements of the course ID4336 LSD – merged into the new course ID4350-16 Design Strategy Project (12 EC).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - In 2016-2017, the course ID4350 DSP will be offered one last time, as part of the new course ID4350-16 DSP, only in quarter 2. Students register for the course ID4350 DSP.
 - Students who still need to complete both course ID4350 DSP and course ID4310 BPS follow the new course ID4350-16 DSP and register for the course ID4350-16 DSP.

- ID4315 New Product Commercialisation (NPC)
 - Changes in the new 2016 SPD programme:
 - The course ID4315 NPC (6 EC) will be part of the new course ID4315-16 Brand and Product Commercialisation (BPC, 8 EC).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - The exam and re-exam of the course ID4315 NPC will be offered again in 2016-2017, in semester 2.
 - In 2016-2017, the project of the course ID4315 NPC will be offered again, as part of the new course ID4315-16 BPC, in semester 2.
 - In both cases students register for the course ID4315 NPC.
- ID4321 Customer Research in NPD (CR NPD)
 - Changes in the new 2016 SPD programme:
 - The course ID4321 CR NPD will be – together with the courses ID4355 SPD RP and ID4360 SPD RM – merged into the new course called SPD Research (ID4355-16).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - In 2016-2017, the course ID4321 CR NPD will be offered one last time, in semester 1 (quartile 1 and quartile 2).
 - Students register for the course ID4321 CR NPD.
- ID4355 SPD Research Project (SPD RP)
 - Changes in the new 2016 SPD programme:
 - The course ID4355 SPD RP will be – together with the courses ID4321 CR NPD and ID4360 SPD RM – merged into the new course called SPD Research (ID4355-16).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - In 2016-2017, the course ID4355 SPD RP will be offered as part of new course ID4355-16 SPD Research, in semester 2.
 - Students register for the course ID4355 SPD RP.
- ID4360 SPD Research Methodology (SPD RM)
 - Changes in the new 2016 SPD programme:
 - The course ID4360 SPD RM will be – together with the courses ID4321 CR NPD and ID4355 SPD RP – merged into the new course called SPD Research (ID4355-16).
 - Transitional regulations for students who started their master SPD programme in February 2016 or before:
 - In 2016-2017, the course ID4360 SPD RM will be offered as part of new course ID4355-16 SPD Research, in semester 2.
 - Students register for the course ID4360 SPD RM.

Rules & Guidelines from the Board of Examiners 2016-2017 *(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 to educationregulations-ide@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. Members of the scientific staff of the faculty who are responsible for 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 2016-2017.
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 – Fraud¹⁵

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 in which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled in a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme.
3. In the event that suspicion of fraud has 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 Examiners dealing with the case will keep the other Board or Boards informed of the outcome.

¹⁵ See also <http://studenten.tudelft.nl/en/students/faculty-specific/industrial-design-engineering/education/fraud-policy/>

4. If fraud is suspected while an examination is taking place, 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 taking place, 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, in case of fraud, make the decision that a mark will not be issued for the examination or practical in question, barring exceptional cases.
8. The Board of Examiners will take a decision whether a sanction will be imposed 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. exclusion from the examination or laboratory course in question for a maximum period of one year;
 - c. exclusion from one or more examination periods for a maximum period of one year; or
 - d. a combination of the foregoing measures.In the event of serious fraud, the Board of Examiners may propose to the Executive Board that the student's enrolment in the degree programme be permanently terminated.
9. The Board of Examiners will not take a decision as referred to in clause 7 or 8 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.
10. In special circumstances the Board of Examiners has the authority to declare the results of an examination or practical to be invalid for all participants.

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 examinations

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

Article 11 – Registering for courses

For rules regarding registering for courses, see the IDE TER MSc 2016-2017, 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 can put 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 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 in accordance with the provisions of Article 17.3. 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 taken.
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 examinations¹⁶

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the examinations and ensure that these 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 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.

¹⁶ See also Article 17.3 of the Master TER 2016-2017

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 transparent so 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. With reservation to exceptions approved by the Board of Examiners, 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 reservation to exceptions approved by the Board of Examiners, the student is entitled to receive an opportunity to upgrade the mark with a compensatory assignment insofar as the mark for (a component of) a course equals at least 5,0,. Such an assignment leads, at the most, to a mark of 6,0 for (that component of) that course.
8. A student passes 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 two years 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 10 years at the least.

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 <http://www.io.tudelft.nl/internships>.

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 (course codes ID4190-16, ID4290-16 and ID4390-16) 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 and stipulate additional requirements if necessary.

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

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

- a. A pass mark has been achieved for all courses in the Honours Programme Master.
- b. The Honours Programme Master has been completed within the regular duration of the Master's degree programme and before the green light has been granted to prepare for the degree audit.

The Board of Examiners can deviate from the duration 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 2016-2017 if he has achieved a pass mark for all subjects.

Section 9 – Conferring the predicate ‘cum laude’

Article 33 – Predicate ‘cum laude’ for the master degree audit

1. A student *can* receive the predicate ‘cum laude’ 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 for 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 ‘cum laude’ 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 the 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 (osa-io@tudelft.nl).

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 are laid down by the Board of Examiners on August 15, 2016 and will enter into force on the first day of the academic year 2016-2017.