

# Master Programmes Industrial Design Engineering

*Integrated Product Design  
Design for Interaction  
Strategic Product Design*

2018-2019

- Teaching and Examination Regulations  
(ex Article 7.13 WHW)
- Rules & Guidelines from the Board of  
Examiners (ex Article 7.12 WHW)

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# Teaching and Examination Regulations (TER) 2018-2019

## 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) as well as to the IPD and SPD variant for engineers, 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 programmes are laid down in appendix 1 which constitute part of these Teaching and Examination Regulations.
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](mailto: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:

- |                                 |                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>a. Academic year</i>         | The period that begins at September 1st and ends at August 31st of the subsequent year.<br>NB.: Academic year 2018-2019 begins September 3th, 2018.                                                                                         |
| <i>b. Act, the</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>c. Brightspace</i>           | The electronic system, <i>as a collaborative learning environment (CLE)</i> designed for the exchange of teaching information, available via the Website.                                                                                   |
| <i>d. Board of Examiners</i>    | The programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act.                                                                                                                                    |
| <i>e. Bridging programme</i>    | A deficiency programme with the aim of being admitted in one of the Master programmes as stipulated in Article 7.30e or Article 7.57i of the Act.                                                                                           |
| <i>f. Cohort</i>                | The group of students who have registered for a degree programme for the first time in a given academic year.                                                                                                                               |
| <i>g. Component examination</i> | An assessment of the knowledge, insight and skills of a student in relation to a component within a course or practical as defined under h, l and t, as well as the marking of that assessment by at least one examiner, appointed for that |

purpose by the Board of Examiners.

- h. Course* A unit of study within the programme as intended in Article 7.3, paragraphs 2 and 3 of the Act. A course may contain several components.
- i. Credit (EC)* A European Credit (EC) awarded in line with the *European Credit Transfer System (ECTS)*; one EC equals a study load of 28 hours.
- j. Degree audit* An assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all examinations in the various courses that constitute the programme have been successfully completed.
- k. Disability* All conditions which are temporarily or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting examinations or taking part in practicals.
- l. Elective* A course that is not a mandatory part of one of the three Master's programmes.
- m. Examination* An assessment of the knowledge, insight and skills of a student in relation to a course or practical as defined under h, l and t, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners.
- n. Examiner* 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 course coordinator of the course acts as examiner.
- o. Formative examination* 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.
- p. Graduation Board* Group of examiners responsible for teaching and examining during the student's Graduation Project.
- q. Implementation Regulations* The Implementation Regulations which form part of these Teaching and Examination Regulations, containing specific information and provisions regarding the programmes.
- r. Institute* Delft University of Technology (TU Delft).
- s. Osiris* The system for registration of educational matters.
- t. Practical* A practical exercise as intended in Article 7.13, paragraph 2, subparagraph 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.

<i>u. Programme</i>	The Master's degree programme as stipulated in Article 7.3a paragraph 1, subparagraph b of the Act.
<i>v. Quartile</i>	A period of 10 academic weeks (half a semester, also called 'quarter'). The academic calendar comprises four quartiles.
<i>w. Semester</i>	Half an academic year.
<i>x. Student</i>	A person enrolled at Delft University of Technology as a student or extraneous student in order to receive education and take the examinations and the degree audit in the degree programme.
<i>y. Study guide</i>	Source of information, containing the description of all courses of a programme, as published on <a href="http://studyguide.tudelft.nl">http://studyguide.tudelft.nl</a> .
<i>z. Study length</i>	The duration of the study from the first subscription in the programme until passing the last part of the programme.
<i>aa. Summative examination</i>	An examination or component examination which counts in the calculation of the final mark for the course.
<i>bb. Supervising Professor/ Tutor</i>	The academic staff member of the faculty who acts as the senior examiner responsible for teaching and examining during the student's Graduation Project.
<i>cc. Website / Student Portal IDE</i>	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 Brightspace and the Study Guide. See the IDE Student Portal on <a href="https://www.tudelft.nl/studenten/faculteiten/io-studentenportal/">https://www.tudelft.nl/studenten/faculteiten/io-studentenportal/</a>
<i>dd. Working day</i>	Monday through Friday, with the exception of recognised holidays and the collective closure days.

1. In these regulations, the term 'examination' also refers to component examination', with the exception of Articles 17, 20 and 24.

### **Article 3 – The programmes 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 appendix 2 (respectively paragraphs a & b, a & c, or a & d) must be achieved.

### **Article 4 – The programme's final attainment levels**

The programme's final attainment levels can be found in appendix 2.

### **Article 5 – Admission to the programmes**

1. All students possessing a certificate proving that they have successfully completed their Dutch university Bachelor's degree in Industrial Design Engineering (IDE) will be admitted to one of the three Industrial Design Engineering Master programmes.
2. Students holding an other Dutch university Bachelor's degree as mentioned in the [admission matrix](#) of the faculty may be admitted with an additional bridging programme with a maximum of 30 EC after a positive decision of the Director of Education, who, if necessary, will act on the advice of the admission committee on this matter. The Bachelor's degree should be obtained prior to the start of the bridging programme.
3. Students holding a Dutch higher professional education degree as mentioned in the [admission matrix](#) of the faculty and holding a grade point average of 7,5 or higher and an 8 or higher for their graduation may be admissible to a Master's degree programme with an additional bridging programme with a maximum of 30 EC after a positive decision of the Director of Education, who, if necessary, will act on the advice of the admission committee on this matter. The degree should be obtained prior to the start of the bridging programme. The weighted average is calculated over the entire program, excluding internships, business assignments, minors, study trips and graduation projects. The calculation method of the Industrial Design Engineering Faculty is decisive.
4. 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 2018-2019. The bridging programme is offered in the second semester (February) of the academic year.
5. In order to be eligible for admission, the student must also 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's degree as referred to in this article, together with the accompanying list of marks, proving that he possesses knowledge and competencies of a sufficiently high level and broad scope to successfully complete the programme within the allotted period.
6. Applicants holding a non-Dutch university Bachelor's degree in Industrial Design Engineering or a non-Dutch university Bachelor's degree closely related to Industrial Design Engineering are eligible to be considered for admission. For the admission requirements and application procedure see:  
<https://www.tudelft.nl/en/education/admission-and-application/msc-international/1-admission-requirements/>.
7. Applicants holding a non-Dutch university Bachelor's degree in a constructive engineering discipline are eligible to be considered for admission to the variant for engineering majors of the Masters Industrial Product Design or Strategic Product Design. For the admission requirements and application procedure see:



For the Master IPD variant for engineers:

<https://www.tudelft.nl/io/studeren/masteropleidingen/msc-integrated-product-design/admission-and-application/non-dutch-bsc-degree/>.

For the Master SPD variant for engineers:

<https://www.tudelft.nl/io/studeren/masteropleidingen/msc-strategic-product-design/admission-and-application/non-dutch-bsc-degree/> .

**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. After the course duration of the bridging programme the enrolment of the student will be cancelled. Under exceptional personal circumstances the student can submit a well-founded request for an extension of the course duration for a period of at most twelve months.
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 paragraph 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 Engineering who seek admission to one of the IDE Master's programmes, specific Implementation Regulations are applicable. See section 5 of appendix 1 to the 'Bachelor Onderwijs en Examenregeling Industrieel Ontwerpen 2018-2019.

**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 paragraph 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 2a – 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 appendix 1, Articles 2a, 3a and 4a. The specialisations to the Master programmes are laid down in the appendix 1, Articles 2aa, 3aa and 4aa. The composition of the Master programmes IPD and SPD

variant for engineers is laid down in the Articles 2aaa and 4aaa. Teaching will be provided in the manner as described in the Study Guide.

2. Each Master's programme starts twice each year, in September and in February. The Master's IPD and SPD variant for engineers is offered only in the first semester (September) of the academic year.
3. The Master's 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.
5. The Master's degree audit is concluded with a graduation project. This project demonstrates that the student possesses and is able to apply the knowledge, insight and skills acquired in the degree programme.

#### **Article 8a – 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 paragraph 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 8b Evaluation of the study programme**

1. The Director of Education is responsible for the evaluation of the education.
2. The way in which the teaching in the study programme is evaluated is laid down in the Handbook of quality assurance and the yearly Programme of activities of quality assurance, which will be submitted to the Faculty Student Council and the Board of Studies upon amendment.
3. The Director of Education informs the Board of Studies concerning the outcomes of the evaluation, the intended adjustments based on these outcomes and the effects of actual adjustments.

## **Section 2b – Honours Programme Master IDE**

#### **Article 9 – Honours Programme Master Industrial Design Engineering**

1. The Honours Programme Master is an individual programme in addition to the regular Master's programme and is offered in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester.
2. Students who have finished their bachelor programme with an average mark of 7.5 (out of 10) or higher and/or nominal students who have shown an excellent performance during the first Master semester may apply by means of an essay.
3. The English written essay contains the motivation and expresses the vision and/or goal that the student wants to pursue with the Honours Programme Master. In addition to that a proposal for an honours programme (activities and content) and corresponding planning is added. The programme should show coherence within a specific theme.

4. Based on the criteria referred to in 9.2 and 9.3, students will be selected and admitted to the Honours Programme Master by or on behalf of the Director of Education.
5. 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' (UD2010),
    - 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.
6. 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.
7. The Honours Programme Master has to be finished during the nominal duration of the Master's programme.
8. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Master have been met.
9. 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 10 – 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.
2. For mandatory courses the period mentioned in paragraph 1 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.
3. For electives in the Spring the period mentioned in paragraph 1 is open during the first two weeks of the second quartile. For the electives in the Fall the period mentioned in paragraph 1 is open in the first two weeks of the fourth quartile. The application for courses has to take place per semester, meaning for courses of 2 quartiles at once.
4. 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.
5. 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.
6. A student may request the Director of Education (via [educationregulations-ide@tudelft.nl](mailto: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.
7. If a student registers for elective courses with the same time slot, the director of education determines which elective the student is assigned to.

### **Article 11 – Withdrawal from courses or electives**

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](mailto: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 11a – 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 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. This implicates that the student has been registered in the Master's programme for four quarters. In addition at least 30 EC of the compulsory courses should be obtained prior to the start of the electives. At the start of the graduation a check will be performed on the lawfulness of the obtained curriculairelectives.
- 3a. Credits (EC) for electives taken before the period mentioned in the second paragraph of the programme are considered to be extra-curricular, with the exception of a maximum of 6 EC obtained for the elective 'Workshop / Design Competition' and/or elective 'Project Organisation'. The homologation courses that students have been assigned to follow will also not be considered extra-curricular.
- 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.

**Article 11b – Decision on participation in elective courses**

1. Whether a student can participate in an elective course 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 paragraph 2 of this article when the elective is specific for a Master or Master's specialisation (see sections 2, 3 and 4 of appendix 1) or for one of the annotations (see appendix 3).

**Article 12– 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](#), about two calendar weeks before the start of a semester.

**Article 13 – 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 Brightspace). 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](mailto:educationregulations-ide@tudelft.nl)) to grant exemption from the requirements in paragraphs 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.

#### **Article 14a – Courses outside the TUD**

The maximum number of study credits awardable for a single course taken at an other university is 15 EC, even if the actual workload was higher.

#### **Article 14b – Studying a part of the programme abroad**

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 abroad 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 3):

- 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.

## **Section 4 – (Component) Examinations and completing practicals**

#### **Article 15 – Number and times 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 Brightspace.

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 16.7 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 and resits in the evening on a working day. The times and dates referred to in this paragraph 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 paragraph 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 Brightspace.

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 paragraph 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 more than two opportunities in a year for certain (component) examinations and practicals.

#### **Article 16a - Registering for written examinations**

1. Registration to participate in a written examination is compulsory and is done by entering the requested data into Osiris no later than 14 calendar days before the examination. Students receive examination tickets by email as confirmation of their registration.
2. Students who have not registered within the term specified in Section 1 may request registration for that examination after this term until no later than three calendar days before the examination by entering the requested data into Osiris. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place. Students receive examination tickets by email as confirmation of their registration.
3. In the event of circumstances beyond a student's control resulting in the student being unable to register for an examination, the Board of Examiners may nevertheless permit the student to participate in the examination.
4. Students who have not registered for the examination and are therefore not included on the list of examinees can report on the day of the examination to the invigilator beginning 15 minutes before the start of the examination until the actual start. They will be admitted to the examination room, in the order that they reported to the invigilator, 30 minutes after the start of the examination, if sufficient places are available. The loss of 30 minutes of examination time cannot be compensated. Students who have been granted late access to the examination will be added to the list of examinees. The student participates in the examination subject to the validation of entitlement to participate in the examination.
5. In the situation described in the previous section, if it is found that a student was not entitled to participate in the examination, the examination work will be deemed invalid, it will not be marked and it will not count towards a result. The student may subsequently submit an appeal to the Board of Examiners, accompanied by reasons, requesting that the examination work that has been deemed invalid be declared valid and to have it assessed. The Board of Examiners will approve the request only in case of extenuating 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 16a.

### **Article 17 – Validity of examinations**

1. The results of a final course grade is valid for an unlimited period. The dean can restrict the period of validity of a successful final course grade only if the knowledge or insight that was examined has become outdated or if the skills that were examined have become outdated.
2. The terms of clause 1 likewise apply to component examinations, unless is stated differently.
3. In cases involving a limited period of validity based on the first section, the period of validity shall be extended at least by the duration of the acknowledged delay in studies, based on the TU Delft Profiling Fund Scheme.
4. In individual cases involving special circumstances, the Board of Examiners can extend periods of validity that have been limited based on the first section or further extend periods of validity that have been extended based on the third section.
5. If a course consists of component examinations, the period of validity of the component examination for which no credits are assigned shall be restricted to the academic year the student follows the course in question.
6. For the courses in the Master programme Integrated Product Design, the following paragraph applies:
  - a. 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 Study Guide. It contains a description of the moments at which and the number of times that examinations can be taken, along with their frequency, without prejudice to the provisions of these regulations concerning written and oral examinations.
2. The Board of Examiners may deviate from the provisions of paragraph 1 of this article, in favour of the student.
3. In general, in the examination of a course, the member of the scientific staff who is responsible for teaching in the course acts as examiner.

### **Article 19 – Oral examinations**

1. One student at a time will sit an oral examination, unless the examiner in question specifies otherwise.
2. An oral examination is held by at least two examiners unless the oral examination is the only test in a course. In that case, no requirements are set for the number of examiners.
3. Oral (component) examinations will be held in public, unless determined otherwise by the Board of Examiners or if the student has filed an objection.
4. 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 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 registration date of the result of the oral examination is the date of sitting the examination.



2. In the case of written examinations, the examiner ensures that the results are registered and communicated in Osiris within 15 days of the examination date. 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 registration date of the result of the practical is the date of handing in the works of the practical.
4. In the event that within a course consecutive summative component examinations have to be taken and the knowledge gained within a previous component examination is important for being able to take a subsequent component examination, the examiner shall determine the result of the previous component examination 5 working days prior to the subsequent component examination. Where this is not possible, the examiner shall debrief the student timely about the previous component examination and inform the Board of Examiners about this matter immediately.
5. 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 Brightspace site within 15 working days.
6. Publishing the results will always happen taking due account of the student's privacy.
7. 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).
8. 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.

#### **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, upon 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 paragraph 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 examiner may determine that the right to inspection or perusal referred to in paragraphs 1 and 2 will take place at a location specified beforehand and at a time, also specified 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 paragraph 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 can 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 examiner, a student may only submit a request, as described in the preceding paragraph, 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 paragraph 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 paragraphs 2 and 3 of this article.

### **Article 23 - Declaring an examination or part thereof invalid**

The Board of Examiners is authorized to declare an examination or a part thereof invalid if a correct assessment of the knowledge, insight and/or skills of the student on the examination or part thereof has not reasonably proved possible. See also article 8 of the Rules and Guidelines of the Board of Examiners.

## **Section 5 – Studying with a disability**

### **Article 24 – Adaptations to help students with a disability**

1. Students who have a physical or sensory disability or a chronic illnesses are entitled to adaptations in teaching, examinations and practicals, upon a written and substantiated request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality of the degree or 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 the provision of practical aids.
2. The request as said in paragraph 1 must be accompanied by a valid medical statement. 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 statement should include an estimate of the extent to which the condition is impeding the student's academic 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](mailto:educationregulations-ide@tudelft.nl).
4. 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, wider staggering of examinations across the examination period, granting exemptions from admission requirements, or extending the period within which a component must be completed);
  - aids permitted during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
  - the location (taking examinations in a separate low stimulus space).

5. 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.

## Section 6 – Exemptions

### **Article 25 – Exemption from (component) courses**

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

- a. (component) examination or degree audit completed in a system of higher education within or outside the Netherlands that corresponds to the examination for which the exemption has been requested in terms of content, level and study load or
- b. knowledge and/or skills acquired outside the higher education system.

### **Article 26 – Requests for exemption**

1. An examinee shall submit a written request for exemption to the Board of Examiners stating reasons.
2. The Board of Examiners shall hear the examiners concerned before deciding on the request.
3. The Board of Examiners shall decide on the request within one month of receiving it. The requester shall be informed immediately of the decision.
4. 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 27 – 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 support and monitoring of student progress

### **Article 28 – Study support and monitoring of student progress**

1. The Dean is responsible for providing individual study supervision to students registered for the degree programme, partly for their orientation towards potential study options within and outside the degree programme. He will also ensure that effective support and supervision is provided to students in making choices related to their studies.
2. The examination programme applying to each student is documented in Osiris.
3. The Student Administration is responsible for ensuring that all students are able to review and check their results in the Osiris student-information system.

## Section 9 – Contravention with the TER, changes and appeal

### **Article 29 – 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 appendixes, precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the appendixes.

### **Article 30 – 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. Amendments to these regulations may not lead to disadvantages to any decisions that have been made with regard to individual students.

### **Article 31 – Transitional regulations**

1. If the composition of the programme undergoes substantive changes, the Director of Education will draw up and publish transitional regulations. 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.
2. Students shall follow the degree programme as it applied or applies during the first academic year of their enrolment, unless components of the programme are no longer offered. In such cases, students must transfer according to the applicable transitional measures. Deviations require the approval of the Board of Examiners. Before submitting a request to this end, the student must have first obtained recommendations from an academic counsellor.
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 IPD programme has been changed as for content and/or form, article 17.5 of these TER 2018-2019 may be applicable.

### **Article 32 – Publication of the regulations**

1. The Director of Education is responsible for ensuring a suitable announcement of these regulations and any amendments to them.
2. In any case, The Teaching and Examination Regulations are to be posted on the faculty's website.

### **Article 33 – Right of appeal**

A student can appeal or object a decision of the Director of Education within six weeks after the student has been notified of the decision. For decisions as stipulated in Article 7.61 of the Higher Education and Scientific Research Act the appeal should be brought before the Examination Appeals Board for the Examinations. For decisions as stipulated in Article 7.63a of the Higher Education and Scientific Research Act the objection should be brought forward to the objection committee TU Delft students. The appeal or objection should be send to Legal Affairs, mailbox 5, 2600 AA Delft. The Director of Education will refer to these possibilities in its decision.

For more information about an appeal against a decisions of the Board of Examiners or an examiner, see Article 33 of the Rules and Guidelines of the Board of Examiners.

## **Section 10 – These Regulations coming into force**

### **Article 34– These Regulations coming into force**

1. These regulations shall enter into force on 1 September 2018.
2. Drawn up by the Dean of the IDE Faculty on Augusts 27<sup>th</sup> 2018.

## Appendix 1 - MSc studyprogrammes, electives, specialization and annotation

## Section 1 – General

In Sections 2, 3 and 4 of this appendix to the Teaching and Examination Regulations (TER) 2018-2019 the IDE Master's examination programmes are described as offered in the academic year 2018-2019:

- 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.

An overview of several equivalencies between the 2016 Master programmes and the Master programmes DfI 2010, SPD 2010 and IPD 2011 can be found in Appendix 6.

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 consists of 40 weeks net excluding the August re-sit weeks. The academic year is divided into two semesters of two quartiles each. Each quartile contains 10 weeks net.

## 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 <sup>1</sup>
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 17.4 of the TER is applicable.

### Article 2aa – 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 2a) or a project within an elective course (e.g. ID5045 Joint Master Project, ID5212 Experiencing Persuasive Environments or ID5663 Contextmapping Skills);
  - the Graduation Project (IPD), code ID4190-16.
2. The student shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives<sup>2</sup>.

<sup>1</sup> See the Study Guide for the form of examination and method of assessment for each course.

<sup>2</sup> For an overview of Medesign-specific electives, see this [website](#).



### Article 2aaa – Composition of the 2018 Master IPD Variant for Engineers

The exam programme below applies to students who started the Master IPD Variant for Engineers in September 2018 or after.

The courses are to be followed in the order of the semesters.

code	course name	Semester	EC	assessment <sup>3</sup>
IO1016ZI	Design Drawing for Erasmus and Adaptation Programme	1	3	
IO1028ZI	Elementary Ergonomics	1	2	
ID6010	Design 1	1	7	
ID6020	Design 2	1	9	
ID6030	Domain Specific Theory 1	1	3	
ID6040	Domain Specific Theory 2	1	6	
ID4070	IDE Academy *	2 and 3	4	
ID4060	Manage your Master *	2 and 3	2	
ID4175	Advanced Embodiment Design **	2	21	
ID4135-16	Modelling	2	3	
ID4185	Strategic Sustainable Design	2	3	
ID4010	Design Theory and Methodology *	3	3	
ID4170	Advanced Concept Design **	3	21	
ID4180	Managing Product Innovation	3	3	
ID4190-16	Graduation Project (IPD)	4	30	

\* Courses are referred to as 'general Master course IDE'.

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

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<sup>3</sup> See the Study Guide for the form of examination and method of assessment for each course.

## 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 5.

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

code	course name	EC	assessment <sup>4</sup>
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 ID5045,
  - 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 electives<sup>5</sup>.
3. The student who started his Master IPD programme before September 2015, shall obtain in total at least 9 EC of specialisation-specific electives<sup>6</sup>.

<sup>4</sup> See the Study Guide for the form of examination and method of assessment for each course.

<sup>5</sup> For an overview of specific electives Medesign, see the Student Manual 2015-2016.

<sup>6</sup> 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 5 and 6.

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

code	course name	EC	assessment <sup>7</sup>
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	9	
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 **	9	
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: Medisign

The following conditions apply to the specialisation Medisign in DfI:

1. The student shall organise the following courses in a way specific to this specialisation:
  - one Medisign 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. ID5045 Joint Master Project, ID5212 Experiencing Persuasive Environments or ID5663 Contextmapping Skills);
  - the Graduation Project (DfI), code ID4290-16.
2. The student shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives<sup>8</sup>.

<sup>7</sup> See the Study Guide for the form of examination and method of assessment for each course.

<sup>8</sup> For an overview of Medisign-specific electives, see this [website](#).

## 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 5

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

code	course name	EC	assessment <sup>9</sup>
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:

- 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 ID5045,
  - the Graduation Project (DfI), code ID4297.
- 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 electives<sup>10</sup>.
- The student who started his Master DfI programme before September 2015, shall obtain in total at least 9 EC of specialisation-specific electives<sup>11</sup>.

<sup>9</sup> See the Study Guide for the form of examination and method of assessment for each course.

<sup>10</sup> For an overview of specific electives Medesign, see the Student Manual 2015-2016.

<sup>11</sup> 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 5.

### Article 4a – Composition of the 2016 Master’s programme SPD

code	course name	EC	assessment <sup>12</sup>
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.

- 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. ID5045 Joint Master Project, ID5212 Experiencing Persuasive Environments or ID5663 Contextmapping Skills);
  - the Graduation Project (SPD), code ID4390-16.
- The student shall pass at least two specialisation-specific IDE-electives and obtain in total at least 9 EC of specialisation-specific electives<sup>13</sup>.

<sup>12</sup> See the Study Guide for the form of examination and method of assessment for each course.

<sup>13</sup> For an overview of Medesign-specific electives, see this [website](#).

### Article 4aaa – Composition of the 2018 Master SPD Variant for Engineers

The exam programme below applies to students who started the Master SPD Variant for Engineers in September 2018 or after.

The courses are to be followed in the order of the semesters.

code	course name	Semester	EC	assessment <sup>14</sup>
IO1016ZI	Design Drawing for Erasmus and Adaptation Programme	1	3	
IO1028ZI	Elementary Ergonomics	1	2	
ID6010	Design 1	1	7	
ID6020	Design 2	1	9	
ID6030	Domain Specific Theory 1	1	3	
ID6040	Domain Specific Theory 2	1	6	
ID4070	IDE Academy *	2	4	
ID4060	Manage your Master *	2	2	
ID4340	Strategic Value of Design	2	3	
ID4355-16	SPD Research **	2	13	
ID4315-16	Brand & Product Commercialisation	2	8	
ID4370	SPD Media	2	3	
ID4350-16	Design Strategy Project **	3	12	
ID4337	Design Roadmapping	3	3	
ID4216	Context and Conceptualisation	3	6	
ID4010	Design Theory and Methodology *	3	3	
ID4330	New Product Economics	3	3	
ID4390-16	Graduation Project (SPD)	4	30	

\* Courses are referred to as 'general Master course IDE'.

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

<sup>14</sup> See the Study Guide for the form of examination and method of assessment for each course.

## 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 <sup>15</sup>
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

<sup>15</sup> 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 appendix 1, can be offered by the Faculty of Industrial Design Engineering 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 (see also Article 11a of the TER 2018-2019).
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 other IDE Master's programme.
4. The elective space of the IDE Master's programme may be filled with maximum one internship with a study load of 15 EC.
5. For electives admission, in addition to the general Master's admission requirements in accordance with Article 5 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 3 of these TER and Article 29b to the Rules & Guidelines from the Board of Examiners 2018-2019.



## Appendix 2 - The MSc programmes 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 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 firm innovation strategies into conceptualized and visualized product /service (line) directions;
  - 3. Synthesizing data on the firm and its external international environment, including the firm-related strategic value of design, into realistic product/service concepts and their business cases;
  - 4. Translating product/service 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 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 an innovation team and delivering strategic input to the team.

## Appendix 3 – 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: <https://www.tudelft.nl/onderwijs/opleidingen/masters/sec/msc-science-education-and-communication/lerarenopleiding-science-education-track/>
- D. Annotation Honours Programme Master.  
See Section 2b of the TER.

## Appendix 4 – Exchange Programmes

Students interested in an exchange semester abroad at one of the partner universities with which the faculty has an exchange agreement can contact the IDE international office through [internationaloffice-io@tudelft.nl](mailto:internationaloffice-io@tudelft.nl) for information about the application procedure, application deadlines, possible scholarships, etc.

## 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 the academic year 2018-2019, 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](mailto:educationregulations-ide@tudelft.nl)) and the Board of Examiners of the other TU Delft faculty concerned.

## Appendix 6 – Several equivalencies between the 2016 Master programmes and the Master programmes DfI 2010, SPD 2010 and IPD 2011.

Shared Master courses		
ID4000 GPS (3 EC)	=	ID4060 MYM (2 EC) + additional 1 EC for an elective course
ID4045 JMP (12 EC)	=	ID5045 JMP (15 EC)
ID4050/ID5050 Internationalisation (3 EC)	=	ID5050-18 Design for Emerging Markets (3 EC)
Master DfI courses		
ID4250 Project Exploring Interactions (9 EC)	=	ID4250-16 Project Exploring Interactions (12 EC)
Master SPD courses		
ID4336 LSD (3 EC)	=	ID4337 Design Roadmapping (3 EC) or an elective of 3 EC
ID4315 NPC (6 EC)	=	ID4315-16 BPC (8 EC)

The obtained surplus for an equivalent course will count towards the elective space of the exam programme.

Students still missing a course of the exam programme from before September 2016 should write a request to [educationregulations-ide@tudelft.nl](mailto:educationregulations-ide@tudelft.nl).

## Appendix 7 – Transitional regulations for the courses ID4256 Project Usability and User eXperience Assessment in Design (12 EC) and ID4220 Interactive Technology Design (6 EC) for students who started the DfI programme in February 2017 or before and did not pass (one of) these courses.

### *UXAD*

If you have not passed the course ID4256 UXAD (12 EC), you can follow the new course ID4256-17 UXAD of 9 EC. The shortage of 3 EC can be filled up with an elective course.

### *ITD*

If you have not passed the course ID4220 ITD (6 EC), you should follow the new course ID4220 ITD of 9 EC. The surplus of 3 EC will become part of your elective space.

## Appendix 8 – Transitional regulations for the MSc Graduation Project

For students, who started with their MSc program in September 2016 or later, the new, 30 EC Graduation Project (course code ID4190-16, ID4290-16, ID4390-16) and corresponding procedures apply. The new 30 EC Graduation Project applies also too the MSc students who have received approval from the Board of Examiners to switch to the new MSc programme.

Students, who started in February 2016 or before, have a Graduation project of 33 EC in their individual exam programme (course code: ID4196, ID4297 or ID4396). Up and until January 31, 2019, it's possible to start with this variant of the Graduation Project. Until then, all rules and procedures of the 33 EC variant will stay the same. After this date, only the new, 30 EC variant of the Graduation project will be offered and the transition rule as explained below applies.

For those students with the 33 EC variant as part of their individual exam programme, the following transition rule applies as from February 1<sup>st</sup>, 2019:

IDXXXX Graduation Project (33 EC)  <i>Course codes: ID4196, ID4297 or ID4396)</i>	Is equal to	ID5080 Initiate to Graduate (3 EC) (offered in Q2 or Q4)  and  ID4190-16/ID4290-16/ID4390-16 Graduation Project (30 EC)
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# Rules & Guidelines from the Board of Examiners 2018-2019 (*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 programmes 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](mailto: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 once a month 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 one or more members 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 members of the Board of Examiners decide jointly who of them shall deputise for the chairman during his absence.
5. The meetings are not public.
6. If a student submits a request or complaint to the Board of Examiners that involves a member of the 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.
7. A report will be drawn up regarding the matters discussed at meetings.
8. The Board of Examiners compiles 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 – Appointment of examiners, external examiners and ad hoc committees**

1. On the recommendation of the Board of Education, the Board of Examiners will designate as an examiner in courses members of the personnel who are charged with taking examinations and determining the result thereof. The Board of Examiners sets as condition for candidates for appointment as an examiner that they have a University Teaching Quality (UTQ) or something equivalent. For examiners of graduation projects, other criteria for appointment have been established and published.
2. The board of examiners may appoint experts from outside the institution as examiner. Experts from outside the institution are required to have a University Teaching Quality (UTQ) or something equivalent.

3. The Board of Examiners may appoint ad hoc committees including an assessment committee as referred to in Article 23.

### **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;
  - persuade 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 2018-2019.
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 – Fraud<sup>16</sup>**

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 is in any event understood to include commission of plagiarism in any form, this includes all cases in which a student implies that the work in question is his own when that is not the case, such as copying the work of others and presenting it as one's own through deliberate deception or through carelessness of inadequate references. Fraud also defined as including the following:
  - being in possession, during an examination, of aids (digital or otherwise), any notes, pre-programmed calculator, mobile phone, book, syllabus, notes in books for an open-book examination, the use of which has not been expressly permitted;
  - looking at the work of others during an examination or exchanging information or materials inside or outside the room where the examination is taking place;
  - impersonating someone else during an examination;
  - to be represented by someone else at an examination;
  - being in possession of the questions/assignments of an examination before the date or time on which the examination is due to be held.
  - includes feigning and/or falsifying survey answers, interview answers or research data.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners. 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.

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<sup>16</sup> See also <https://www.tudelft.nl/en/student/faculties/ide-student-portal/practical-affairs/fraud-plagiarism/>



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.
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 written report will be added to the student's completed examination. 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. If it has been established that fraud has been committed, or if there is a suspicion to that effect, the Board of Examiners, the examiner, and the invigilator are authorised to obtain information from employees or parts of the organisation that could be used as evidence.
7. 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.
8. The Board of Examiners will, in case of fraud, make the decision that a mark will not be awarded for the examination or practical in question, barring exceptional cases.
9. As well as the decision in the foregoing paragraph, the Board of Examiners will decide whether a sanction will be imposed. It may, depending on the seriousness of the fraud, including repeated incidents of fraud, impose the following sanctions on the students:
  - 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.
10. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose one of the sanctions referred to in paragraphs 9 subparagraphs a to d upon every member of the group.
11. The Board of Examiners will not take a decision as referred to in paragraph 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.
12. In the event of well-founded suspicions of irregularities, including fraud, prior to or during an examination, the Board of Examiners can declare the relevant examination invalid for all without it being possible to determine which individual students are concerned. The exam must be taken again in such a case. The Board of Examiners will then set a new examination date in the shortest possible term. In this context, irregularities can also be understood as a technical defect.

### **Article 9 – Time limits**

The Board of Examiners will render a decision with respect to a student's application within 40 working days after the application is received or, if the application is submitted during an academic holiday or within a 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 – Flexible programme

### **Article 10 – 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 paragraph.
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 3 - Degree audit, registering and withdrawing

### **Article 11– 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 degree audit in question is to be held.
2. The student must submit the final study programme to the Student Administration no later than the day on which the period referred to in subparagraph 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 12 – Withdrawal from the degree audit**

1. Withdrawal from a degree audit is possible up to three working days 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 4 – Examinations and practicals

### **Article 13 – 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 predetermined standards that have been determined in advance in accordance with the provisions of Article 16.2. If necessary, the Board of Examiners will designate an examiner who will have primary responsibility for administering the examination.
2. In special cases, the Board of Examiners may allow a student to take an examination in a form other than a written examination. A request for this must be substantiated.
3. An oral examination is held by at least two examiners unless the oral examination is the only test in a course. In that case, no requirements are set for the number of examiners.

4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.
5. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time. The examiner will decide on this matter in consultation with the Board of Examiners.

#### **Article 13a – Online invigilated examination**

1. An examination may be held with online invigilation
  - a) if the programme is given entirely online or
  - b) with the permission of the Board of Examiners if it concerns a one-off request owing to exceptional circumstances.
2. If an examination takes place using online invigilation, the exam should be administered entirely digitally.
3. The location and the time schedule of examinations, that are remotely proctored with an online system, should be decided by the Board of Examiners. If the local time for the start of an examination is before 7:00 in the morning or after 23:00 at night, the Board of Examiners may alter the start time, but with as little change from the originally designated start time as possible, and may also take measures to prevent the examination questions becoming known to students who have not yet taken the examination in question.

#### **Article 14 – 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 be a well-balanced representation of the materials studied. The examination will reflect the learning objectives in terms of level, content and form.
3. The questions and assignments will be clear and unambiguous. The instructions regarding the weighting of the questions and assignments will also be clear and unambiguous, and formulated in such a way that students should be able to understand how extensive and detailed their answers must be. Well before a written examination, meaning at least two weeks before an written exam, 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.
4. The content of the examination will be such that the students can be reasonably expected to have sufficient time to answer the questions

#### **Article 15 – Procedure during examinations<sup>17</sup>**

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 'Rules of procedure for assessments', which will be available in the examination location.
2. The following applies regarding entering an examination room:

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<sup>17</sup> See also Article 17.3 of the Master TER 2018-2019

- a. only students with a valid identity document may gain access to the examination. Acceptable identity documents are a campus card, passport, identity card, or driving licence, and
- b. students may only gain access to the examination if they have a valid examination ticket or if they appear on the list of examinees.
3. 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).
4. 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.
5. A student who does not comply with the provisions contained in or pursuant to the second and third paragraph may be excluded from further participation by the Board of Examiners or the examiner. In these cases, no examination result will be reported.
6. Examination paper and scrap paper will be provided. The student immediately writes down his name on all papers. Only work written on official examination answer sheets will be assessed. The student must bring his own writing and drawing materials.
7. If the use of a calculator or other aid is permitted during an examination, the student must bring his own calculator or other aid, which must be in compliance with the maximum capability indicated by the Board of Examiners. The examiner may deviate from this, provided the deviation is announced well before an examination. 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. 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.
10. The student may not take the examination assignments with him after the examination has ended unless the examiner has decided otherwise.
11. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
12. 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.
13. 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 16 – Assessment**

1. The assessment method, including the weighing of components, is to be clear such that the student can ascertain how the result was reached.
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	unsatisfactory
3.5 or 4.0	poor
1.0 to 3.0	very poor

5. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
6. If 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. For the courses specified as Master specific project the result for the project component may be included in the determination of the final mark only if it equals at least 6.0.
  - d. If a component consists of more than one subcomponent the marks of the different subcomponents of a course can mutually compensate for each other.
  - e. 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 for a practical exercise 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 weighted 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 definition that the other degree programme attributes to those marks will also be adopted. The provisions contained in Article 27 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.
11. If a student is able to demonstrate that examination work they have submitted has been lost as a result of act or omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

**Article 17 – Registering results and determining the final submission date**

1. 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.
2. If a course consists of components and the results are not to be registered in Osiris, the examiner will publish the results on Brightspace.
3. 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 Brightspace.

**Article 18 – 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. If there is no report or final presentation, the officiate date is the date on which the practical ends.
3. The official date of the completion of the internship will be the date on which the final report is submitted.

**Article 19 – Retaining work and results**

1. Due to possible appeals proceedings, the work that has been assessed or assessable evidence of the work, 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 eight weeks after the results have been published by the examiner.
2. In contravention to paragraph 1, and in connection with the re-accreditation of study programmes, 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 paragraph 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 5 – Exemption

**Article 20 – 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. See also the IDE TER MSc, Article 25 and 26.

**Article 21 – Dating an exemption**

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

## Section 6 – Further rules governing the Master's thesis project

**Article 22 – Master's thesis project**

The provisions on the IDE Master's thesis project (course codes ID4190-16, ID4290-16 and ID4390-16) are documented in the IDE Graduation Manual.

**Article 23 – 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 24 – Working method of the assessment committee**

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

**Article 25 – Dating the Master's thesis project result**

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

## Section 7 – Curriculum components completed elsewhere

**Article 26 – Inclusion in the examination programme**

1. 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.
2. Courses successfully completed elsewhere will be only included in the programme if they were completed during the period in which the student was enrolled on the degree programme.

**Article 27 – 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 28 – 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 appendix 1 to the IDE TER: 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 paragraph 1 and stipulate additional requirements if necessary.

**Article 29a – 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 minimum number of credits for the Honours Programme Master have been gained.



- c. The Honours Programme Master has been completed within the nominal duration of the Master's degree programme and before the green light has been granted to prepare for the degree audit.
- d. The Board of Examiners can deviate from the duration as written under c for any study delay acknowledged as part of the Graduation Support Scheme (RAS) or the TU Delft Profiling Fund Regulations.

#### **Article 29b – Failing and passing rules governing annotations**

The student has passed an annotation as set out in Appendix 1 to the TER 2018-2019 if he has achieved a pass mark for all courses.

## **Section 9 – Conferring the predicate 'cum laude'**

#### **Article 30 – Predicate 'cum laude' for the Master's degree audit**

1. A student *can* receive the predicate 'cum laude' for the Master's degree audit if the Board of Examiners decides to grant that predicate and the following requirements have been met:
  - a. the weighted average of the results of the courses in the programme, not including the Master's thesis project, is at least 8,0. Passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the result for the Master's thesis project is at least 9,0.
  - c. The duration of study, that is, the period between the student's enrolment on the programme and his taking the final examination component, must not exceed 2,5 years, in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or the TU Delft Profiling Fund Regulations is taken into account.
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 paragraph 1 if the student in question has shown exceptional skills in the programme in question.
3. By way of derogation from paragraph 1, subparagraph c, for students following an approved double degree programme applies that the duration of study is no longer than 3,5 years.

## **Section 10 – Degree certificates and results achieved**

#### **Article 31 – 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's degree audit will be signed by the Chairman or a member 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 32 – 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 31 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 paragraph 1 must be requested via the Student Administration (osa-io@tudelft.nl).

## Section 11 – Appeal and final provisions

### **Article 33 – 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 appeal should be sent to Legal Affairs, mailbox 5, 2600 AA Delft. The Board of Examiners will refer to this possibility of bringing an appeal in its decision.

### **Article 34 – Amendments to the Rules and Directives of the Board of Examiners**

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

### **Article 35 – 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 36 – Entry into force**

These Rules and Guidelines are laid down by the Board of Examiners on May 16<sup>th</sup> 2018, and will enter into force on the first day of the academic year 2018-2019.