

**Faculty of Medicine (Erasmus MC) of the
Erasmus University Rotterdam
&
Faculty of Applied Sciences of
TU Delft**

**Teaching and Examination Regulations for the
Bachelor's degree programme in Nanobiology**

2013 – 2014

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Section 1 - General

Article 1.1 – Applicability and adoption of the regulations

1. These regulations apply to the courses and examinations of the Bachelor's degree programme in Nanobiology, which is offered by Erasmus MC Rotterdam and the Faculty of Applied Sciences of Delft University of Technology, hereinafter referred to as the faculties.
2. This scheme is adopted annually by the boards of the faculties, after consultation with the Board of Studies of the programme and following legally specified consultation with the relevant representative bodies.

Article 1.2 – Definitions

Any concepts appearing in these regulations that also appear in the Higher Education and Scientific Research Act (WHW) are to be understood as stipulated in this legislation.

The following definitions apply to this agreement:

- a. appendix: appendix to the Course and Examination Regulations, including such documents as the description of the curriculum
- b. curriculum: all units of study pertaining to the curriculum for a degree audit
- c. degree audit: Propaedeutic or Bachelor degree audit; test that is used by the Board of Examiners to determine whether all requirements have been fulfilled for the first-year degree audit or the Bachelor's degree examination, (in conformity with Article 7.10 of the law)
- d. Board of Examiners: the Board of Examiners of the programme, established in conformity with Article 7.12 of the law
- e. examinator: individual appointed by the Board of Examiners for purposes of conducting examinations, in conformity with Article 7.12 of the law
- f. institution(s): Erasmus University Rotterdam and/or TU Delft
- g. minor: one of the coherent 30-credit packages included on the Rotterdam minor website or in the Delft minor guide
- h. component: a unit of study or course within the programme, as understood in the law
- i. the programme: the Bachelor's degree programme, as stipulated in Article 7.3a, Section 1 under *a* in the law
- j. laboratory course: a practical exercise, as a subject or as one component of a subject, as stipulated in Article 7.13, Section 2 under *d* in the law, in one of the following forms
 - writing a thesis
 - preparing a paper, essay or other type of assignment
 - conducting a research assignment
 - conducting a literature review
 - participating in an excursion
 - conducting tests and experiments
 - participating in other educational activities aimed at acquiring particular skills
- k. propaedeutic ('first year'): the propaedeutic (first-year) phase of the programme, as a component of the training, as mentioned in Article 7.8 of the law
- l. rules and guidelines: Rules and Guidelines of the Board of Examiners
- m. student: a person who is enrolled at Erasmus University Rotterdam and TU Delft to follow a degree programme and/or to take the tests and examinations associated with the degree programme

- n. study guide: the handbook for the programme, comprising specific information for the Bachelor's degree programme
- o. credits: credits according to the European Credit Transfer System
- p. examination: any investigation of the student's knowledge, insight and skills with regard to a particular unit of study, along with the evaluation of the investigation (by virtue of Article 7.10 of the law) by at least one examiner who has been appointed by the Board of Examiners for this purpose
- q. subject: a unit of study of the programme, as stipulated in Art. 7.3, Sections 2 and 3 of the law
- r. the law: the Higher Education and Scientific Research Act (abbreviated to WHW), as well as any amendments since the introduction of the law
- s. propaedeutic phase recommendation: the recommendation stipulated in Section 7.8b, Paragraph 1 of the law issued to every student no later than the end of their first year of enrolment for the propaedeutic (first year)
- t. Binding recommendation on continuation of studies (BSA): the rejection associated with the propaedeutic study recommendation stipulated in the first clause of Section 7.8.8b, Paragraph 3 of the law; this recommendation may not be issued to a student before the end of the first year of enrolment.

Article 1.3 – Goal of the degree programme

The programme aims to:

- Impart knowledge, skills and insight regarding the field of the degree programme
- Provide university education (Article 2.4)
- Offer preparation for further studies, particularly in the Master's degree programme in the same area
- Offer preparation for a social career

Article 1.4 – Final attainments

The Bachelor of Science graduate of the programme Nanobiology that has the aim to bridge the fields of mathematics, physics and biology :

1. will have relevant, current and fundamental knowledge of mathematics, physics and biology, as well as the methods and techniques of scientific research;
2. will be able to identify related concepts in biology and physics and to apply knowledge from one field of science to another;
3. will be able to use the acquired knowledge to follow current scientific research in the fields of biology and biophysics intensively, in addition to understanding and interpreting this literature;
4. will have demonstrable experimental research skills in the fields of molecular biology and biophysics;
5. will have the required communication skills;
6. will be aware of the need for lifelong learning and of the utility of creativity to the achievement of scientific progress.

Article 1.5 – Form of the degree programme

The Bachelor's degree programme shall be offered full-time.

Article 1.6 – Examinations of the degree programme

1. The following degree audits may be taken within the degree programme:
 - a. First-year degree audit
 - b. Bachelor's degree audit
2. The first-year degree audit carries a study load of 60 credits.

3. The Bachelor's degree audit carries a study load of 180 study points, including the propaedeutic (first-year) phase. The Bachelor's degree audit is to be completed with an integral test or assignment, which is specified further in the Implementation Regulations. This test or assignment demonstrates that the student possesses and is able to apply the knowledge and skills acquired in the Bachelor's degree programme.
4. Students must have passed the first-year degree audit or have received an exemption from it before taking the Bachelor's degree audit.

Article 1.7 - Language

1. The degree programme shall be offered in Dutch or English. The examinations for a component are to be taken in the same language in which the component is taught. The language in which each course is taught shall be listed in the study guide.
2. Requests from students to take one or more components of a test or examination in a language other than that specified in the prospectus shall be subject to the determinations regarding this situation contained in the rules and guidelines of the Board of Examiners.

Article 1.8 - Rules of order regarding access to buildings and premises

Without prejudice to the relevant rules, as adopted by the Board of Erasmus MC, the dean has declared that the rules of order of the EUR are applicable to the premises of Erasmus MC and, accordingly, to students of Nanobiology.

Section 2 - Composition of the programme

Article 2.1 – Study programme for the propaedeutic (first year)

The propaedeutic phase includes the components specified in the Implementation Regulations.

Article 2.2 – Study programme for the 2nd and 3rd years

The 2nd and 3rd years of the Bachelor's degree programme shall comprise the components specified in the Implementation Regulations.

Article 2.3 – University education

As determined by the Board of Examiners, the student's degree programme shall include sufficient elements to serve the student's university education, particularly with regard to the following:

- independent scientific thinking and acting
- application of specialised scientific knowledge in scientific, philosophic and social contexts

Section 3 - Education

Article 3.1 – Scope

The scope of all components of the programme shall be specified in the study load, consisting of at least one whole credit (ECTS), or a multiple thereof.

Article 3.2 – Participation in a study component

If students must register for study components through the office of the educational secretary, this shall be noted in the Rules and Guidelines for the programme's Board of Examiners. Registered students shall be guaranteed placement in the mandatory components of their degree programmes, including the minor offered by the programme. Placement for electives shall take place according to the conditions specified in the Rules and Guidelines.

When a study component is mandatory this will be published in the digital studyguide or on blackboard at the start of the component.

Section 4 – Examinations

Article 4.1 – Periods and frequency of examinations

1. Two opportunities to take examinations shall be offered each academic year. The first opportunity shall take place following the teaching of the relevant component. The resit will take place according to the regulations referred to in the Implementation Regulation.
2. Notwithstanding the provisions of the preceding section, for practical courses, projects and other study components that consist of varying degrees of group work, at least one opportunity for completion (e.g. through logs, reports or presentations) shall be offered each year.
3. In special cases, the Board of Examiners may grant an exception to the provisions specified in Sections 1 and 2. The student may submit a request along with supporting documentation through the academic counsellor.
4. Notwithstanding the provision in section 1 of this article, at least one opportunity to take an examination shall be offered for subject that were not taught during the academic year.

Article 4.2 – Order of examinations

1. The Implementation Regulations shall specify the order in which examinations must be taken or in which participation in practical courses and other study components is required. Students shall not be allowed to participate in examinations or practical courses of the programme after the propaedeutic phase (first year) until they have fulfilled the requirements specified in the Implementation Regulations.
2. The Board of Examiners may authorise exceptions to the provisions specified in Section 1. Such permission shall be granted only for a limited time.

Article 4.3 - Preparation for examinations

1. The lecturer in charge shall announce the examination requirements and testing method in advance for the component in question.
2. Prior to the examinations, students may peruse a set of questions, assignments and associated response models that the lecturer in charge deems representative of those included in the actual examination.
3. This set shall be made available for inspection at least two weeks prior to the examination.

Article 4.4 – Form of examinations

1. Most examinations will be taken in writing. These written examinations shall be listed as such in the programme's schedule, which is published annually. At the student's request, the Board of Examiners may permit an examination to be taken in another manner.
2. For cases in which examinations are to be given in a manner other than that specified in Section 1, the method of examination shall be announced at the beginning of the study component.
3. Students with disabilities shall be offered the opportunity to take examinations in a manner that is adapted as much as possible to their specific disabilities. If necessary, the Board of Examiners will seek expert advice before deciding.
4. Examinations shall take place in the language of instruction or in another language, if the Board of Examiners deems this necessary or desirable.

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5. Individual evaluations shall be conducted in the case of presentations, research, reports or other educational performance prepared in a group context.

Article 4.5 – Oral examinations

1. For oral examinations, no more than one person shall be tested at a time, unless determined otherwise by the Board of Examiners.
2. During oral examinations, a second examiner is present, unless determined otherwise by the Board of Examiners.
3. Oral examinations shall be public, except in special cases in which the Board of Examiners or the examiner in question decide otherwise, or if the student has filed an objection in this regard.
4. The examiner must ask the student to present identification before the start of an oral examination.

Article 4.6 – Evaluation

1. The examiner shall determine the result of an oral examination immediately after it is administered and shall provide the student with a written statement of this result.
2. As a rule, the examiner will determine the evaluation of a written or other type of examination within fifteen working days after the date on which it was taken, in addition to providing the faculty's educational administration with the information needed in order to present the student with written documentation of the evaluation. The educational administration shall ensure the registration and publication of the results within 20 working days after the examination, with due consideration for the privacy of the student.
Notwithstanding the foregoing, the results of written examinations of the resit period in August, should be determined, recorded and published no later than the last working day of the week following the exam week. The examiner shall ensure that the educational administration has at least one working day for the registration and publication of the results. If the examiner due to special circumstances cannot determine the results in due time, he or she informs the Board of Examiners, after which the educational administration informs the students.
3. In the written documentation of the evaluation of an examination, students shall be advised of their right of inspection, as stipulated in Article 4.8.
4. Credits shall be awarded once the student has fulfilled all of the educational obligations associated with the component in question.

Article 4.7 - Validity

1. The first-year degree audit and the Bachelor's degree audit shall be valid for an unlimited period.
2. The validity of successfully completed examinations shall be unlimited. For cases in which an examination score is older than six years, however, the Board of Examiners may require an additional examination or a replacement examination.
3. Before recording the result of any examination for which one or more components have been passed successfully six years or more before, the Board of Examiners shall request advice from the Director of Studies regarding whether the current requirements concerning the component (or components) in question give cause to require a supplementary or replacement examination.

Article 4.8 – Right to inspection and discussion

1. To the extent that it is technically possible, students shall have the right to inspect their evaluated work for a period of at least 20 days after the results of a test have been announced.
2. During the period mentioned in the first section, interested parties may inspect the questions and assignments of the test in question, as well as the standards upon which the evaluation was based, if possible. If desired, students may be provided with a copy of their work and the evaluation.
3. Upon the request of the student, a conference can be arranged to discuss the results.

4. If a collective conference is to be held to discuss the results, it will take place simultaneously with the announcement of the examination results.
5. The conference shall take place at a time and in a location to be determined on behalf of the Board of Examiners.
6. Students who can provide proof that they were unable to attend the collective conference due to circumstances beyond their control shall be offered another opportunity. Unless prevented by circumstances beyond their control, students must submit a request for such an opportunity to the Board of Examiners within 10 working days after the regular conference.

Article 4.9 – Exemption

At the student's request, and upon consultation with the examiner in question, the Board of Examiners may grant exemption from an examination and/or practical exercise provided that the student:

1. has completed a comparable component of a degree programme at a university, a university of applied sciences or an equivalent institution;
2. has demonstrated sufficient knowledge and skills relevant to the component in question through professional experience.

Article 4.10 - Examinations

The results of the first-year degree audit and the Bachelor's degree audit shall be registered at least twice each year. The dates for the meetings of the Board of Examiners shall be published before the beginning of the academic year.

Article 4.11 - Degree

1. Students who have successfully completed the Bachelor's degree audit for a given programme shall be granted the Bachelor's degree. For each degree programme, this degree shall provide unconditional access to at least one Master's degree programme (the 'transfer Master's degree programme') at one of the institutions at which the degree audit is held.
2. Those who have passed the Bachelor's degree audit shall be entitled to use the title 'Bachelor of Science'.
3. The degree certificate shall note the degree awarded, along with the description of the programme, as defined in Article 1.1.
4. The degree certificate shall be accompanied by a supplement that meets the guidelines adopted jointly by the institutions.

Section 5 - Prior education

Article 5.1 - Access to the programme

1. Access to the degree programme shall be open to those holding a diploma from a Dutch pre-university secondary educational programme (VWO) with one of the following profiles: Nature and Technology, with a supplement in Biology, or Nature and Health, with a supplement in Mathematics B and Physics (see Articles 7.24, 7.25 and 7.28 of the law). The required subjects for admission are Mathematics B, Physics, Biology and Chemistry.
2. For students holding a certificate for the successful completion of a first-year degree audit for a comparable degree programme at another university, admission to the second year shall be determined by the Board of Examiners. If the Board of Examiners deems it necessary, such students may also be required to provide proof of competency in those units of study that were not included in the completed first-year degree audit, or that were not included in equivalent proportion.

Article 5.2 – Alternative requirements for deficiencies

1. Testing may be required of those who do not meet the prior education requirements specified in the law, in order to determine if they are suited to follow the education offered in the degree programme. Possible test subjects include Mathematics B, Physics, Biology and Chemistry. The Board of Examiners may also determine that English is necessary.
2. Deficiencies in prior education can be compensated by successful completion of an entrance examination, as stipulated in Article 7.25, Section 4 of the law. Those who have not passed the entrance examination shall not be admitted to the degree programme.
3. The Board of Examiners may charge an assistant professor with administering one or more tests.

Article 5.3 – Dutch and English language

1. The Dutch proficiency requirement can be satisfied by the successful completion of either the introductory course in Dutch at TU Delft or the state examination for Dutch as a second language (NT2), Programme 2.
2. The English proficiency requirement can be satisfied by the successful completion of the pre-university examination, the TOEFL or the IELTS test. A score of at least 575 points on the TOEFL shall be required, with a minimum of 57 points for each component (paper version) or at least 232 points, with a minimum of 23 points for each component (computer version). A score of at least 6.5 on the IELTS test shall be required, with a minimum of 6.0 for each component. The University of Cambridge 'Certificate of Proficiency in English' and the University of Cambridge 'Certificate in Advanced English' shall also be accepted as proof of sufficient proficiency in English. Certificates for the TOEFL, IELTS or University of Cambridge tests must not be older than two years.
3. In exceptional cases, the Board of Examiners may grant exemptions for the examinations stipulated in Sections 1 and 2.

Article 5.4 – Equivalent prior education

Those qualifying for direct admission under the WHW Act, other than those who hold a diploma from a pre-university secondary educational programme, will be tested in the subjects mathematics, physics, biology, chemistry and possibly English at the level of the pre-university school-leaving examination within the profile that allows direct admission.

Article 5.5 - University entrance examination

The Board of Examiners may exempt individuals from the prior education requirements if they have demonstrated in an entrance examination, as stipulated in Article 7.29 of the law, that they are suited for the education in question and that they are capable of following this education fruitfully.

Section 6 - Study support and advice

Article 6.1 – Academic progress administration

1. The study results of students shall be registered by the student administration at the coordinating institution.
2. The student administration shall provide all students with electronic access to the study results that they have achieved.
3. Upon request, the student shall receive an authorised written overview of the study results obtained.

Article 6.2 – Student support and guidance

1. The degree programme shall be responsible for providing introduction and study support and guidance to students registered for the degree programme, partly for the purpose of orienting them towards potential study options within and outside of the degree programme.
2. The degree programme shall offer students at least two opportunities each year to discuss their academic progress with a mentor or with the academic counsellor.
3. If a student experiences a significant delay in studies relative to the nominal academic progress, as determined by the degree programme, the degree programme shall notify the student of the possibility of receiving support in preparing a study schedule.

Article 6.3 – Recommendations in the propaedeutic (first-year) phase

1. Each student shall receive from or on behalf of the dean (or the faculty board) a recommendation regarding the continuation of studies within and outside of the degree programme no later than the end of the first year of enrolment for the propaedeutic phase (first year).
2. The dean (or the faculty board) shall be responsible for providing study support and guidance to students who are registered for the degree programme, part for the purpose of orienting them towards potential study options within and outside of the degree programme. The dean shall also ensure that effective support and supervision is provided to students in making choices related to their studies. The dean shall issue every student enrolled for the first time in the first study year of the degree programme with the following:
 - A progress recommendation (and a warning, if applicable) in March
 - A study recommendation in early August
 - A binding recommendation on the continuation of studies for students who have not met the required standard. The binding recommendation on the continuation of studies shall be issued by 30 September at the latest.¹

Article 6.4 – Binding recommendation on continuation of studies (BSA)

1. Any student who has earned fewer than 45 credits by the end of the first year of study (date of final results 31 August) shall receive a negative binding recommendation on the continuation of studies. This student's enrolment shall be terminated effective from the first of the month following the date on which the decision was signed, but no sooner than 1 September in the year following the first year of study.
2. Exclusion from the programme shall apply for four academic years after the year in which the recommendation was issued.
3. The 45 credits shall originate from the propaedeutic programme of the degree programme in which the student is enrolled.
4. In case exemptions have been granted, these are counted for the norm of 45 credits when the activity on the basis of which exemption is granted, took place in the same academic year as that in which the binding recommendation is given. The exemptions may not be counted when the activity for which exemption is granted, took place prior to the academic year for which the binding recommendation is given.
5. The dean (or the faculty board) may postpone issuing the BSA for any student whom they deem to have been unable to achieve the standard of 45 credits due to personal circumstances. This would mean that the student would not receive a negative BSA, but would be required to earn a number of credits (not to exceed 45) in the following year, as determined by the dean (or the faculty board), in which the credits earned in the first year may not be included, *or the student must pass*

¹ If the dean (or the faculty board) is able to announce the results of resits to students before 31 August of the first year of study, it will also be possible to issue the binding recommendation on the continuation of studies earlier. In that case, no recommendation shall be issued in August.

the propaedeutic audit.

6. The dean (or the faculty board) may postpone issuing the BSA for any student whom they deem that enrollment after 1 October has affected the feasibility of the standard of 45 credits. They may grant the student permission to achieve the standard of 45 credits from the first-year programme the next academic year, in these 45 credits however the credits earned prior to the academic year in question may not be included, *or the student must pass the propaedeutic audit.*

Article 6.5 – High-level sports

Students participating in high-level sports shall be offered the opportunity to adapt the instruction as much as possible to the demands of their athletic activities. The degree programme shall use the guidelines of the Executive Board in order to determine which students belong to this category.

Article 6.6 – Persistent functional disorder

To the extent that is reasonably possible, instruction shall be adapted to the constraints of students with disabilities or chronic illnesses.

Article 6.7 – Foreign residency and internship

The Board of Examiners shall apply a special arrangement for students who are likely to experience a demonstrable delay in the progress of their studies due to periods of study abroad or internships that have been approved by the degree programme.

Section 7 - Final Provisions

Article 7.1 - Objection and appeal

Objections and appeals shall be handled in accordance with the Student Objections Committee Regulations included in the TU Delft Student Charter.

Article 7.2 – Amendment

1. Amendments to these regulations shall be adopted in a separate decree by the faculty boards of the Faculty of Applied Sciences and the general session (GV) of Erasmus MC, upon the advice of the Board of Studies of the degree programme and following legally specified consultation with the relevant representative bodies.
2. Amendments to these regulations that also apply to a particular academic year must have been implemented before the academic year in question and have been published according to the appropriate procedure adopted in the Appendices. These requirements may be waived only if quicker implementation of a change is deemed strictly necessary and only if doing so would not be contrary to the interests of the students.
3. Furthermore, amendments may not disadvantage a student concerning any decision taken by the Board of Examinations under these regulations with regard to the student.

Article 7.3 – Transitional rules

1. If the composition of the degree programme undergoes a change or if these regulations are amended, the dean shall adopt a transitional arrangement that shall be included in the Implementation Regulations.
2. This transitional arrangement shall include at least the following:
 - a. An arrangement regarding exemptions that may be obtained based on examinations that have already been passed

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- b. The period during which the transitional arrangement shall be valid.
3. If a subject within a study programme is cancelled, four additional opportunities for taking the examination in this subject shall be offered after it has been taught for the last time: the examination at the end of the subject, a resit in the same academic year and two resits in the following academic year.

Article 7.4 – Announcement

1. The faculty shall be responsible for the appropriate publication of these regulations and shall ensure the publication of the Rules and Regulations adopted by the Boards of Examiners of the degree programmes, along with any amendments to these documents.
2. If the Rules and Regulations adopted for the minor by the Board of Examiners differ in part from those of the other subjects, the students should be clearly notified in this regard.

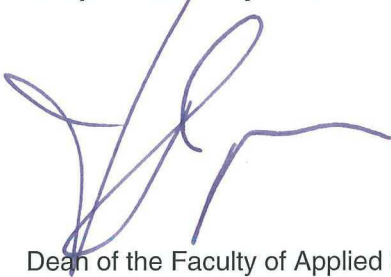
Article 7.5 – Exceptions

The decision of the Board of Examiners shall prevail in any cases in which these regulations are inconclusive.

Article 7.6 – Entry into force

These regulations shall enter into force on 1 September 2013

Adopted on 4 July 2013



Dean of the Faculty of Applied Sciences

Adopted on 13 June 2013

TU Delft Dean of Erasmus MC Rotterdam

Appendix:

Appendix 1

This appendix supports Art. 6.6

Adjustments to the assessment procedure, including examinations and other forms of assessment, may concern the following matters, among others:

- the content (offering alternative but equivalent subject material);
- the course material (making available course material that is more easily accessible, for example);
- 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, spreading out examinations over the examination period, granting exemptions from admission requirements, or extending the period within which a component must be completed);
- the resources that candidates are allowed to use during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
- the location (taking examinations in a separate distraction-free room).

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 hard of hearing);
- making more easily accessible course material available;
- making special computer facilities available (such as voice recognition or speech synthesis software);
- making a separate distraction-free room available for a student to take an examination;
- making a quiet room available.