

**RULES AND GUIDELINES OF THE BOARD  
OF EXAMINERS**

**BACHELOR'S NANOBIOLOGY**

**2017-2018**

**DELFT UNIVERSITY OF TECHNOLOGY**

**ERASMUS MEDICAL CENTRE**

### Changes with regard to 2016-2017

Art 5.4	Added: including an assessment committee as referred to in Article 27.
Art 8.3	Added: If fraud is suspected, the student will complete the examination; The incident report will be added to the completed examination and be submitted to the Board of Examiners
Art 8.9	Added: sanctions for group members. A sanction is not necessarily the same for all members.
Art 14-A	New article: Long distance examinations
Art 32-A	Period Honours Programme extended from three years to 42 months (conform cum laude regulations)

### Changes with regard to 2015-2016

Art 8.6	In case of fraud, barring exceptional cases, a mark will not be issued for the examination or practical in question is taken as a logical result of fraud instead of a sanction
Art 8.10 and 8.11	Personal dossier and guidelines cancelled
Art 17.3	NV in case of no show or not meeting a deadline
Art 26.3 and 26.4	Replaced by requirements of Board of Examiners
Art 32 B	Transitional regulations expired
Art 33 A	Transitional regulations expired

### Changes with regard to 2014-2015

Art 5	Rephrasing of paragraph 5.1 and 5.2 into 5.1
Art 14.3	The adverbial clause 'preferably' has been revoked: an oral examination will be conducted by two examiners.
Art 16.6	Added: footnote on allowed calculators
Art 20.1	Student work that has been assessed must be retained at least 2 years after the date of the examination. Change of period from one to two years.
Art 24	Also in group work students will be assessed individually
<b>rules governing BSc thesis projects</b>	The rules governing the BSc thesis projects are included in these regulations, while formerly a reference to the procedure was made.
Art 26.4	Added a paragraph on contracts to be used when a project is not carried out in a research group
Art 27	Rephrasing of the composition of the assessment committee
Art 28	Added is the working method of the assessment committee
Art 33	'with honours' is changed into 'cum laude'
Art 32 and 33	Specification of transitional regulation
Art 36	Included is attachment 1 with texts on appeals to be used in letters to students

## **General**

### **Article 1 Scope of applicability**

These Rules and Guidelines govern the Nanobiology Bachelor's degree programme of Delft University of Technology and Erasmus Medical Centre, referred to below as the 'Programme'.

### **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 Nanobiology Bachelor's Programme and Examination Regulations, referred to below as the 'Bachelor's Programme Regulations', apply.

### **Article 3 The Board of Examiners' working method**

1. In principle the Board of Examiners meets once a month.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Secretary to the Board of Examiners is in charge of looking after the day-to-day affairs of the Board of Examiners.
4. The meetings are not public.
5. If a student submits a request or complaint to the Board of Examiners that involves a member of said Board, then the member in question shall not be involved in the handling of the request or complaint and will temporarily withdraw from the meeting.
6. A report will be drawn up regarding the matters discussed at meetings.
7. Every year, before November 1, the Board of Examiners compiles a report of its activities in the previous academic year and sends this report 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, then a second vote by ballot will be held; if the votes are once again equally divided, the proposal being voted upon will be rejected.

### **Article 5 Appointment of examiners, external examiners and ad hoc committees**

1. The Board of Examiners appoints as examiners: faculty members (tenured, tenure track or university teachers), employed by the university (or one of the universities in case of a joint degree programme) responsible for the degree programme, that are teaching a particular part of the degree programme.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This appointment of an external examiner will be for a maximum period of two years, with the option to extend this period each time by a maximum of another two years.
3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as referred to in Article 27.

## Article 6 Standards

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
- b. expediency, with the goal of:
  - limiting study delays of students who are making good progress in their studies;
  - and 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;
- d. leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

## Article 7 Language

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred to in Article 9 of the Teaching and Examination Regulations for the BSc programme Nanobiology (OER) must substantiate that request.
2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.

## Article 8 Fraud

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled on a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. In the case of fraud committed in group work involving students from different study programmes, the Boards of Examiners concerned will together agree which Board of Examiners will handle the complaint. The Board of Examiners dealing with the complaint will keep the other Board or Boards informed of the outcome.
3. If fraud is suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in a written report 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, this will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
4. If fraud is suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
5. The Board of Examiners will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
6. In case of fraud, barring exceptional cases, a mark will not be issued for the examination or practical in question.
7. The Board of Examiners will make a decision whether a sanction will be imposed, weighed against the context of the subject, and can impose the following sanctions on the student depending on the gravity of the fraud, including repeated incidents of fraud:

- a. a reprimand;
- b. exclusion from the examination or practical 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 measures listed above.

If a student is implicated in a serious case of cheating, then the Board of Examiners may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.

8. 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 subsection 7a to d upon every member of the group.
9. The Board of Examiners will not make a decision as referred to in paragraph 6 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners cannot determine fraud.
10. The Board of Examiners informs the student of the decision and will in addition point to the possibility to appeal<sup>1</sup> against the decision.

### **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 of at least five weekdays or within a period of three weeks prior to an academic holiday of at least five weekdays, within 40 working days after the end of that holiday. The Board of Examiners may postpone making a decision for a maximum period of 10 working days. The student will be informed in writing of any postponement before the end of the period referred to in the first sentence.

### **Registering and withdrawing**

#### **Article 10 intentionally left blank**

#### **Article 11 intentionally left blank**

#### **Article 12 Registering for a degree audit and applying for the degree certificate**

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no 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 of 20 working days referred to in paragraph 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration (Shared Service Centre) no later than five working days before the meeting for the degree audit in question.

The Student Administration has the possibility of putting a student forward for the degree audit if it has established that the student has met all the obligations for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Administration will drop its intention when the student indicates within the specified period that he/she wishes to improve a result or wishes to supplement his/her examination programme. In that case, the student will have the opportunity to do so during the rest of the current academic year.

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<sup>1</sup> See art 36 and attachment 1

## **Article 13 Withdrawal from the degree audit**

Withdrawal from the degree audit has to be arranged with the Student Administration and is possible up to the day before the meeting for the audit in question is due to be held; Any student who has withdrawn from the degree audit should re-register on a subsequent occasion, in accordance with the provisions of Article 12.

## **Examinations and practicals**

### **Article 14 Taking written and oral examinations**

1. When the same examination is administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant (and identical) predetermined standards in accordance with the provisions of Article 17 subsection 2. If necessary the Board of Examiners will designate an examiner who will have primary responsibility for administering the examination.
2. In exceptional cases the Board of Examiners may allow a student to take an examination in another form than stated in the study guide. This request must be substantiated.
3. An oral examination will be conducted by two examiners.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.
5. An online invigilated examination must meet all possible guarantees to prevent fraud.

### **Article 14-A Long distance examinations**

1. The examinations should be taken at the host university;
2. Supervision during the examinations should be guaranteed, meeting the TU Delft criteria for invigilators;
3. Conditions, logistic aspects and time are the same as the examination at TU Delft;
4. A scan of the examination will be sent by the examiner by email;
5. A scan of the students work will be returned to the examiner by email.

### **Article 15 Questions and assignments**

1. The questions and assignments covered by an examination will not include material that is not part of the sources that are to be made known in advance and from which the questions and assignments are derived. These sources will be generally made known before commencement of the work that prepares students for the examination. The exact scope of the material will be finalised no 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.
3. Content and form of the examination will reflect the objectives, as laid down in the assignment matrix of the subject.
4. The questions and assignments will be clear and unambiguous and are critically read by a colleague/second reader. The method of assessment and the rating of the questions are to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be. On the examination cover page the name of the second reader and the rating of the questions are mentioned.
5. Well before a written examination, the examiner will give the students the opportunity, to familiarise themselves with examples of representative examination questions and answers and the examination assessment standards.
6. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.

## Article 16 Procedure during examinations

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the examinations and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. The invigilators will observe the 'Rules of procedure for assessments'<sup>2</sup>, which will be available in the examination location.
2. At the request of the Board of Examiners the student will be required to identify him/herself using his/her student ID or other valid proof of identity (a passport, ID card or driving licence).
3. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination and the instructions that are given during the examination or immediately after it has ended.
4. A student who does not comply with the provisions contained in or pursuant to the second and third paragraph may be excluded from further participation by the Board of Examiners or the examiner. In these cases no mark will be recorded for the examination.
5. Examination paper and scrap paper will be provided. However, the student must bring his/her own writing and drawing materials. Only work written on examination paper will be assessed.
6. If the use of a calculator or other aid is permitted during an examination, the student must bring his/her own calculator, which must be in compliance with the function limits indicated by the examiner.
7. During an examination the student may not have in his/her possession nor may he/she consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
8. During an examination the student may not use any pre-programmed electronic calculators, computers, beepers, mobile telephones or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance. Answers have to be submitted on examination paper.
11. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
14. Before the student's final departure from the location where the examination is being held (not earlier than 30 minutes after the examination in question has started) the student must hand in the examination work, on which he/she has written his/her name and student number on each page, to the examiner or invigilator.

## Article 17 Assessment

1. The assessment method, including the weighing of components, is to be transparent such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 14(subsection 1), on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction.
3. A result will be indicated by a mark, a V (*voldaan* - pass), an O (*onvoldoende* - fail), an OVD (*niet-voldaan* - calculated by Osiris) or a VR (*vrijstelling* -exemption). NV (*niet-verschenen*) to be used if a student did not meet a deadline or did not show up.
4. A final mark for a subject will be expressed in a multiple of 0,5 - from 1,0 to 10,0- taking into consideration subsection 5. The meaning of the marks is as follows:

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<sup>2</sup> Published on [www.docenten.tudelft.nl](http://www.docenten.tudelft.nl)

- a. 9,5 – 10,0 Excellent
  - b. 8,5 – 9,0 Very good
  - c. 7,5 – 8,0 Good
  - d. 6,5 – 7,0 More than satisfactory
  - e. 6,0 Satisfactory
  - f. 4,5 – 5,5 Unsatisfactory
  - g. 3,5 – 4,0 Poor
  - h. 1,0 – 3,0 Very poor
5. **Tenths:** 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.  
**Hundredths:** hundredths greater and equal to 0,05 will be rounded up and hundredths lower than 0,05 will be rounded down.
6. If a subject consists of more than one component, the subject overview in the Study Guide will indicate how the final mark will be determined. The following provisions apply in this respect: the mark for a component examination will be expressed in tenths.
7. Final marks that are earned in another degree programme at this or another Dutch university will be adopted as they have been given, either as a multiple of 0,5 or as a decimal number.. The definition that the other degree programme attributes to those marks will also be adopted. The provisions of Article 31 apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.

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

- 1 Article 20 of the Bachelor's Teaching and Examination Regulations determines the manner in which the results of an examination will be published.
- 2 The examiner will send the results of examinations to the Student Administration for registration, indicating the date on which the written examination was held or the oral examination was taken.
- 3 If practicals have been arranged as separate components, the examiner will send the results of those components to the Student Administration for registration, indicating the date on which the practical was completed.
- 4 The examiner may lay down further rules with respect to the final date on which a report may be submitted or on which a practical must be completed. These rules must be included in the subject description in the Study Guide.

### **Article 19 Official date of completed examinations and practicals**

- 1 The official date of an examination will be the date on which the written or oral examination was taken.
- 2 The date of a practical will be the date on which the final report is submitted or the final oral presentation is held, or, in case both are mandatory, the date the last requirement has been met. If there is no report or final presentation, the date on which the practical ends.

### **Article 20 Retention of work and results**

1. Due to the possibility of appeals proceedings, student work that has been assessed, with the exception of three-dimensional projects, must be retained for at least two years after the date of the examination. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
2. In connection with the re-accreditation of the study programme, in contravention to subsection 1, successfully completed Master's theses and the related evaluation forms must be retained for at least seven years.
3. In the event that no result has been published, the period referred to in paragraph 1 will commence on the date on which the examination is held.



4. The results of examinations will be retained by the Student Administration for a period of at least 10 years.

## **Exemption**

### **Article 21 Exemption application procedure**

An application for an exemption from all or part of a subject must be submitted to the Board of Examiners in writing, stating the reasons for the exemption request, together with any documented evidence. The student must attach the recommendation of the examiner concerned to his/her application.

### **Article 22 Official date of an exemption**

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

## **Further rules governing internships and projects**

### **Article 23 Internships**

Not applicable.

### **Article 24 Projects**

In project work the students can be assessed as a group but will also be assessed individually. Further rules governing projects are included in the subject descriptions in the Study Guide.

### **Article 25 Official date of project results**

The official date of the completion of a project will be the date on which the final report or project is submitted or the date on which the oral final presentation is given. In case both are required, the date the last requirement has been met.

## **Further rules governing Bachelor thesis projects**

A Thesis project will be carried out according to the Implementation Regulations.

The procedure for Bachelor thesis projects has been established by the Board of Examiners. The procedure is accessible for students and staff on the student portal of the Faculty of Applied Sciences and on the programme's Brightspace organization.

Procedure:

- The student has to find a supervisor with appropriate expertise, in accordance with art 5 and the implementation regulations.
- The supervisor is responsible for approving the thesis project proposal.
- The application form has to be signed and submitted to the Thesis Office.
- Thesis projects are always conducted under the supervision of a Faculty of Applied Sciences or an EUR research group, in order to safeguard the final attainment levels.
- However, in some exceptional cases, students may carry out some of their work outside the responsible research group. A thesis project outside a research group always has to be approved by the Board of Examiners.
- The thesis project will be checked on plagiarism before the final assessment takes place.
- The bachelor thesis project will be reviewed according to the bachelor thesis grading scheme.

- A digital copy of the thesis report (student) and the review form (supervisor) have to be sent to the Thesis Office that processes the grades.

### **Article 26 Bachelor thesis projects outside the designated research groups**

1. If students wish to undertake a Bachelor's thesis project that falls outside of in the Implementation Guide designated research group, they must obtain permission from the Sub-Board of Examiners before the start of the project work.
2. Students must submit a written request for permission to the Sub-Board of Examiners at least 20 working days before commencing this unit of study, subject to agreement with the examiner concerned.
3. This request is subject to the following approval procedure:
  - A thesis project is carried out under supervision of designated research groups.
  - The project is part of existing research.
  - The initiative for collaborating with third parties rests with the research group only, not with the student.
  - The project needs to be of the same academic level as that of a project that was carried out completely in one of the research groups.
  - For a thesis project the faculty provides intensive and academic supervision. This means that there has to be frequent consultation between the supervisor(s) and the student.
  - The assessment is based on 6 categories of learning outcomes, opposed to just only on a final report and presentation. Intellectual skills, academic attitude and research skills are a part of the assessment.
  - The faculty archives the final report completely and uncensored, without any concessions or embargo. The faculty will not publish the report, but archives it under stringent confidentiality and documented conditions.
  - The student will present the uncensored results of the project at the faculty to the complete assessment committee. This presentation can have a private character.

### **Article 27 Composition of the assessment committee for Bachelor's theses**

A committee will be composed by or on behalf of the Board of Examiners for the assessment of the BSc Thesis project. This committee will consist of at least two examiners that are member of scientific staff (tenured or tenure track).

1. The responsible supervisor is one of the examiners.
2. Both examiners belong to the teaching staff of the Bachelor programme.

### **Article 28 Working method of the assessment committee**

- The bachelor thesis project will be reviewed according to the bachelor thesis grading scheme.
- A digital copy of the thesis report (student) and the review form (supervisor) have to be sent to the Thesis Office that processes the grades.
- The review form must be filled in completely. It is required to write a short motivation for the final grade in the field 'comments'.

### **Article 29 Official date of the BSc thesis project results**

The official date of completion of the BSc thesis project will be the date on which the final report or project is submitted and the oral final presentation and defence are given.

## **Curriculum components completed elsewhere**

### **Article 30 Inclusion in the degree audit programme**

The number of credits to be submitted for the degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the major degree programme (degree programme except for the minor) may not exceed a total of 40.

### **Article 31 Provision of information**

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

## **Pass/fail rules**

### **Article 32 Pass/fail rules governing the Bachelor's degree audit**

1. The student has passed the bachelor examination when the following requirements have been met:
  - a. a result has been earned for all subjects in the second and third academic year: 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 transparent so 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. In that case, it will stipulate additional requirements if necessary.

### **Article 32A Pass/fail rules governing the Honours Programme Bachelor**

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

- a. A mark or a pass (v) has been achieved for all subjects in the Honours Programme Bachelor.
- b. The duration of study for the Bachelor's degree programme and the Honours Programme Bachelor from which any delay in studies due to circumstances beyond the student's control has been subtracted is a maximum of 42 months. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

## **Conferring the predicate 'cum laude'**

### **Article 33 The designation 'cum laude' for the Bachelor's degree audit**

1. A student can receive the predicate 'cum laude' for the Bachelor's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
  - a. the weighted average of the results of the subjects of the BSc programme, not including the BSc thesis project, is at least 8,0; passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits for the subjects for which an exemption (VR) has been granted may not exceed 40 credits in total;
  - c. there must be no result lower than 7,0;
  - d. the result for the bachelor thesis must be at least 8,0;
  - e. the student completed all requirements for the degree within a period of time not exceeding 42 months. When determining the periods of time any delay in completing the programme owing to circumstances that result in the student being eligible for financial support under the RAS financial support regulation for students shall be taken into account.
2. In special cases the Board of Examiners may decide to grant the designation '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 degree programme in question.

## **Degree certificates and results achieved**

### **Article 34 Degree certificate, transcript and supplement**

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The degree certificate for a Bachelor's degree audit will be signed by the Board of Examiners.
3. A supplement in English will be provided when the degree certificate for the Bachelor's degree audit is issued, which will in any event indicate the results, A supplement in Dutch may be requested from the Student Administration.
4. A student may submit a request to the Board of Examiners of the Science Education and Communication (SEC) Master's programme to grant a limited secondary school teaching qualification (*bepaalde tweedegraads bevoegdheid*). The SEC Board of Examiners will grant the request if the student meets the following conditions:
  - a. the student has completed the Education minor (30 credits) with no failing marks, and
  - b. the student is entitled to the certification in accordance with the "verwantschapstabel educatieve minor chart".

The qualification will be mentioned on the Bachelor's degree certificate. With a limited secondary school teaching qualification the student will be qualified to teach in the first three years at havo/vwo schools and the theoretical learning track at vmbo schools.

### **Article 35 Statement of results achieved**

1. A student who has successfully taken one or more examinations and to whom the degree certificate within the meaning of Article 34 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student's personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were earned.
2. A statement as referred to in paragraph 1 must be requested from the Student Administration.

## **Appeal and final provisions**

### **Article 36 Appeals against decisions made by the Board of Examiners**

An appeal<sup>3</sup> may be brought against a decision made by the Board of Examiners and/or an examiner within a period of six weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the examinations referred to in Article 7.60 of the Higher Education and Research Act. The Board of Examiners will refer to this possibility of appeal in its decision.

### **Article 37 Amendments to the Rules and Guidelines of the Board of Examiners**

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

### **Article 38 Unexpected circumstances**

Insofar as these Rules and Guidelines do not provide for specific circumstances, the Board of Examiners will make a decision that is in line with these Rules and Guidelines to every extent possible.

### **Article 39 Effective date**

These Rules and Guidelines will go into effect on 1 September 2017

**Adopted by the Board of Examiners on 15-10-2017**

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<sup>3</sup> To include in letters/decisions of the Board of Examiners: see attachment 1

## **Attachment 1 'Objections clause' in letters to students:**

*De beroepsclausule wordt gebruikt bij besluiten van de examencommissie, maar ook bij toelatingsbesluiten bij de BSA en van het Honours Programme. In deze gevallen kan de student een beroep doen bij het CBE (College van beroep voor de examens).*

*Bezwaar kan worden aangetekend bij alle andere besluiten en wel bij degene die ook de afzender is van het besluit.*

***De clausules moeten worden opgenomen in alle besluiten die aan een student worden medegedeeld.***

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**Beroepsclausule** (alle besluiten van de examencommissie, toelatingsbesluiten BSA en Honours Programme)

Tegen deze beslissing staat overeenkomstig artikel 7.61 van de Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW) beroep open bij het College van Beroep voor de Examens, Postbus 5, 2600 AA Delft. Het beroep dient binnen zes weken na toezending van deze beslissing te worden ingesteld.

### **Objections clause**

In accordance with Article 7.61 of the Higher Education and Research Act (WHW), you are entitled to appeal this decision to the Examination Appeals Board, Postbus 5, 2600 AA Delft. The appeal must be lodged within six weeks after this decision was sent.

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**Bezwaarclausule** (alle 'andere' besluiten dan genoemd bij beroep)

Tegen het in deze brief vervatte besluit kunt u binnen 6 weken na toezending hiervan bezwaar indienen bij [afzender besluit + adres]

Het bezwaarschrift moet worden ondertekend en tenminste voorzien zijn van naam en adres, de dagtekening, een omschrijving van het bestreden besluit en de gronden van het bezwaar, alsmede een afschrift van het besluit.

### **Objections clause**

You may submit a complaint against the decision contained in this letter to [afzender besluit + adres] within 6 weeks of the date of this letter.

The letter of objection must be signed and should include at least your name and address, the date, a description of the disputed decision and the grounds for the objections, as well as a copy of the decision.