

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

BACHELOR'S NANOBIOLOGY

2018-2019

DELFT UNIVERSITY OF TECHNOLOGY

ERASMUS MEDICAL CENTRE

Relevant changes with regard to 2017-2018

-	New numbering of articles conform model R&R
Art. 11	Added: online proctored examination
Art. 14 section 8	Changed: Final marks that are earned in another degree programme at a university abroad will indicated by a V (pass).
Art. 26	Added: Subjects successfully completed elsewhere will only be included in the programme if they were completed during the period in which the student was enrolled in the degree programme
Art. 30	Change cum laude: the subjects of the minor are not included in the weighted average of the results

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 section 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Art 14.3	The adverbial clause 'preferably' has been revoked: an oral examination will be conducted by two examiners.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

rules governing BSc thesis projects	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 Teaching and Examination Regulations are applicable

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 members of the Board of Examiners decide jointly which of them shall deputise for the chairman during his or her 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 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.
7. A report will be drawn up regarding the matters discussed at meetings.
8. 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. With the establishment of these regulations, 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 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 24.

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;
 - persuading 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 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 is in any event understood to include the commission of plagiarism in any form; it should be clear that this includes all cases in which a student implies that the work in question is his or her own when this is not the case, such as copying the work of others and presenting it as one's own through deliberate deception or through carelessness or inadequate references. Fraud also includes among others 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;
 - being in possession of the questions/assignments of an examination before the date or time on which the examination is due to be held.
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. 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. The Board of Examiners is also authorised to obtain information about the effect of the (possible) sanction.
6. 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.
7. The Board of Examiners will, in the event of fraud, decide that no mark will be awarded to the student for the examination in question or assessment given for the practical exercise, apart from in exceptional cases.
8. As well as the decision in the foregoing section, 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 students:

- a. reprimand;
- b. exclusion from the examination or practical exercise 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.

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

9. 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 8a to d upon every member of the group.
 - a. The Board of Examiners will not make a decision as referred to in section 7 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.
 - b. The Board of Examiners informs the student of the decision and will in addition point to the possibility to appeal¹ against the decision.

Article 8 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 9 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 section 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.

Examinations

Article 10 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 predetermined standards in accordance with the provisions of Article 14 section 2. If applicable, the Board of Examiners will appoint an examiner to bear the primary responsibility for the examination.
2. In exceptional cases the Board of Examiners may allow a student to take an examination in a different. The request for this must be substantiated.

¹ See art 33 and attachment 1.

3. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
4. 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.
5. An online invigilated examination must meet all possible guarantees to prevent fraud.

Article 10 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 send by the examiner by email;
5. A scan of the students work will be returned to the examiner by email.

Article 11 Online proctored examination

1. An examination may be held with online proctoring
 - a) if the programme is given entirely online or
 - b) with the permission of the Board of Examiners if it concerns a individual request owing to exceptional circumstances.
2. If an examination takes place using online proctoring, the exam should be administered entirely digitally.
3. The location and the time frame of examinations, that are remotely proctored with an online system, is to 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 12 Questions and assignments

1. The questions and assignments covered by an examination includes only content that is part of study material or sources made known in advance. 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. The examination will reflect the learning objectives in terms of level, content, and form, 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 content of the examination will be such that students can be reasonably expected to have sufficient time to answer the questions.

Article 13 Procedure during examinations

1. The examiner will ensure that invigilators are appointed for an examination who will supervise the examination on behalf of and under the responsibility of the Board of Examiners to ensure that examination proceeds properly. The invigilators will observe the Rules of Procedure for Examinations (Reglement van Orde bij Toetsen), which are available in the examination room.
2. The following applies regarding entering an examination room:
 - 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 license, 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 or on behalf of the Board of Examiners, students are required to show proof of identity using their campus card or valid identity document (passport, ID card or driving license).
4. 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.
5. Any student who does not comply with the provisions laid down in or pursuant to section 3 and 4 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.
6. Examination paper and scrap paper will be provided. The student immediately writes down his/her name on all papers. Only work written on official examination answer sheets will be assessed. The student must bring his/her own writing and drawing materials.
7. During an examination the student may not use any pre-programmed calculators, computers, mobile telephones or other devices that have comparable functions unless the examiner has decided otherwise. If the use of a calculator or other aid is permitted during an examination, the student must bring his/her own calculator or aid, which must be in compliance with the function limits indicated by the examiner.
8. 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.
9. Answers 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/her 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. 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 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 14 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 section 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 whole or half mark from 1,0 to 10,0, taking into consideration section 5. The meaning of the marks is as follows:
 - 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.
8. Final marks that are earned in another degree programme at a university abroad will be indicated by a V (pass) or an O (fail). The definition that the other degree programme attributes to those marks will be mentioned on the diploma supplement. The provisions of article 31 also apply to final marks that are earned abroad.
9. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.
10. 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 15 Registration and publication of examinations and practical results

1. The examiner records the results of an examination in OSIRIS, including the date on which the examination was held or, in the case of a practical exercise, the date on which the exercise was completed.
2. The examiner may determine the latest date by which a practical exercise must be completed, such as the date on which a report must be handed in. This information must be included in the relevant subject overview in the study guide.

Article 16 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. By way of derogation of section 1, and in connection with the re-accreditation of degree programmes, successfully completed degree audits and related papers, as well as the relevant assessment forms, must be retained for at least seven.
3. In the event that no result has been published, the period referred to in section 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 17 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 18 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 19 Internships

Not applicable.

Article 20 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 21 Official date of project results

1. The official date of the completion of the internship will be the date on which the final report is submitted.
2. 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.

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 22 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 to the complete assessment committee. This presentation can have a private character.

Article 23 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 24 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 25 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 26 Inclusion in the degree audit programme

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

Article 27 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 number of credits.

Pass/fail rules

Article 28 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 section 1. In that case, it will stipulate additional requirements if necessary.

Article 29 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. gaining the minimum number of credits for the Honours Programme Bachelor.
- c. 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, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

Conferring the predicate 'cum laude'

Article 30 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 and without the subjects of the minor, 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. An exemption can be made when a student did a minor abroad;
 - 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 duration of study, that is, the period between the student's enrolment on the programme and his or her taking the final examination, must not have exceeded 42 months, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) of TU Delft Profiling Fund Regulations.
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 section 1 if the student in question has shown exceptional skills in the degree programme in question.

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 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".
 - c. the student has completed all subjects of the Bachelor's examination programme.
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 32 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 31 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 section 1 must be requested from the Student Administration.

Appeal and final provisions

Article 33 Appeals against decisions made by the Board of Examiners

An appeal² 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 34 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 35 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 36 Effective date

These Rules and Guidelines will go into effect on 1 September 2018.

Adopted by the Board of Examiners on July 4, 2018

² 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.

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.

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.