

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

**MASTER OF SCIENCE (MSc) PROGRAMMES
APPLIED PHYSICS (AP)
CHEMICAL ENGINEERING (CE)
LIFE SCIENCE & TECHNOLOGY (LST)
NANOBIOLOGY (NB)
SCIENCE EDUCATION & COMMUNICATION (SEC)**

2020-2021

**FACULTY OF APPLIED SCIENCES
DELFT UNIVERSITY OF TECHNOLOGY
and
ERASMUS MEDICAL CENTRE**

Table of contents

GENERAL	5
ARTICLE 1 SCOPE OF APPLICABILITY	5
ARTICLE 2 DEFINITION OF TERMS	5
ARTICLE 4 DECISIONS TAKEN BY THE BOARD OF EXAMINERS	5
ARTICLE 5 APPOINTMENT OF EXAMINERS, EXTERNAL EXAMINERS AND AD HOC COMMITTEES	5
ARTICLE 6 STANDARDS	6
ARTICLE 7 FRAUD	6
ARTICLE 8 TIME LIMITS	7
REGISTERING AND WITHDRAWING	7
ARTICLE 9 REGISTERING FOR DEGREE AUDIT AND APPLYING FOR DEGREE CERTIFICATE	7
EXAMINATIONS	7
ARTICLE 10 ADMINISTERING EXAMINATIONS	7
ARTICLE 11 ONLINE PROCTORED EXAMINATION	8
ARTICLE 12 QUESTIONS AND ASSIGNMENTS	8
ARTICLE 13 PROCEDURE DURING EXAMINATIONS	8
ARTICLE 14 ASSESSMENT	9
ARTICLE 15 REGISTERING RESULTS	10
ARTICLE 16 RETENTION OF WORK AND RESULTS	10
EXEMPTION	10
ARTICLE 17 EXEMPTION APPLICATION PROCEDURE	10
FURTHER RULES GOVERNING INTERNSHIPS AND PROJECTS	10
ARTICLE 21 PROJECTS	11
ARTICLE 22 – 25 12	
CURRICULUM COMPONENTS COMPLETED ELSEWHERE	12
ARTICLE 26 INCLUSION IN THE DEGREE AUDIT PROGRAMME	12
ARTICLE 27 PROVISION OF INFORMATION	13
PASS/FAIL RULES	13
ARTICLE 28 PASS/FAIL RULES GOVERNING MSc DEGREE AUDIT	13
ARTICLE 29 PASS/FAIL RULES GOVERNING THE MSc HONOURS PROGRAMME	13
CONFERRING THE PREDICATE 'CUM LAUDE'	13
ARTICLE 30 THE PREDICATE 'CUM LAUDE' FOR MSc DEGREE AUDITS	13
DEGREE CERTIFICATES AND RESULTS ACHIEVED	14
ARTICLE 31 DEGREE CERTIFICATE, TRANSCRIPT AND SUPPLEMENT	14
APPEAL AND FINAL PROVISIONS	15
ARTICLE 33 APPEALS AGAINST DECISIONS MADE BY THE BOARD OF EXAMINERS	15
ARTICLE 34 AMENDMENTS TO THE RULES AND GUIDELINES OF THE BOARD OF EXAMINERS	15
ARTICLE 35 UNEXPECTED CIRCUMSTANCES	15
ARTICLE 36 ENTRY INTO FORCE	15

Relevant changes with regard to 2019-2020

Art 1	Scope: responsibility for minor programmes and minor students described more clearly
Art 5	Designation of examiners also applies to internships and final projects as referred to in Articles 20 and 21C. The original wording created confusion, which has been adjusted by explicitly mentioning internships and final projects in Art 5
Art 7.7	Applicable to all exams
Art 10.4	In unforeseen circumstances, the examination method and the method of indicating the result can be changed with the permission of the Board of Examiners.
Art 10a	The procedure for a physical exam at a distance has been made more complete
Art 11	The TU Delft Regulations for Online Proctoring have to be followed in case of online proctored examinations
Art 14.2	Applicable to all exams
Art 14.6	Removed minimum mark for component examinations
Art 14.9	In Osiris, a (sufficient) number is higher than a V (pass / fail)
Art 21A	Added in the procedure that the student gives an uncensored presentation to the full assessment committee and that the assessment form and report are stored by the thesis office complete, uncensored and on the basis of strict confidentiality
Art 21C	Revision of the text with the intention to clarify the prescriptions
Art 26.2	Added the possibility of the Board of Examiners to deviate from the rule that courses completed not during enrolment in the degree programme are not included in the examination programme
Art 28.1	'At least a 6' has been changed to 'sufficient', given the adoption of marks with their definition from other Dutch universities
Art 30 F	CumLaude in case of Double Degree
Art 31.4	Text has been adapted to TU Delft Rules and regulations model
Art 31A	Text has been adapted to TU Delft Rules and regulations model

Relevant changes with regard to 2018-2019

Article 7a	Added: article on disciplinary measure in the event of an irregularity or suspected irregularity
Article 7b	Added: article on plagiarism scan
Article 19 – 21d	Reordered: - Information from former Article 19 – Article 25 is embedded in Article 19 – Article 21d
Article 22 - 25	Cancelled

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 be indicated by a V (pass).
Art. 23	Composition of the assessment committee: At least one of the members is a full professor or an associate professor with ius promovendi.
Art. 26 section 2	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. 29	Changed pass/fail rules Honours Programme Master: a mark or a pass has been achieved for all subjects in the MSc degree programme and the Honours Programme, no further rules about the weighted average

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 33.c	Revised definition of MSc SEC thesis
Art 34-A	New article: Educatieve Module

Changes with regard to 2015-2016

Art 5	'Academic staff' in stead of 'faculty'
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 14.5	Inclusion of online vigilated examinations
Art 17.3	NV in case of no show or not meeting a deadline
Art 17.10	Additional regulations SEC cancelled
Art 26.3 and 26.4	Replaced by requirements of Board of Examiners
Art 27	Examiner replaced by member; 'academic staff' in stead of 'scientific staff', added TU Delft in 27.d

Changes with regard to 2014-2015

Art 1	Addition of the MSc Nanobiology and responsibility for bridging programmes
Art 5	Reformulation of section 5.1 and 5.2 into 5.1
Art 5.2	Added 'outside the programme'
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 17.9	An additional regulation for the SEC programme to limit the possibilities for ongoing improvements of dossiers.
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 23	The responsibilities of the assessment of internships is included in these regulations, while formerly a reference to the procedure was made.
Art 24	Also in group work students will be assessed individually
rules governing MSc thesis projects	The rules governing the MSc thesis projects are included in the regulations, while formerly a reference to the procedure was made.
Art 26.4	Added a section on contracts to be used when a project is not carried out in a research group
Art 27	Further explanation on the role of reviewers in footnotes
Art 28	Added is the working method of the assessment committee
Art 33	'with honours' is changed into 'cum laude'
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 Applied Physics, Chemical Engineering, Life Science & Technology, Nanobiology, and Science Education & Communication MSc degree programmes of Delft University of Technology and Erasmus Medical Centre, referred to below as the 'Programme'.

- The Board of Examiners of the Programmes are responsible for the quality of the examinations of the *Educatieve module* and the minors organised by the named MSc programmes;
- The Board of Examiners of the programmes is also responsible for the quality of the examinations of the minor programmes organised by the named programme;
- If a minor programme is not related to a degree programme, the Director of Education and the Chair of the AS Board of Examiners will determine to which Board of Examiners the minor programme will be assigned;
- The responsibility for minor students rests with the Board of Examiners of the Bachelor's programme in which these students are enrolled

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 Applied Physics, Chemical Engineering, Life Science & Technology, Nanobiology and Science Education & Communication MSc Programmes 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 Board of Examiners delegates day-to-day affairs that are specific to the degree programme to the Sub-Board of Examiners of the relevant degree programme. The Rules and Regulations remain fully applicable to the Sub-Boards of Examiners of the relevant study programme.
4. The members of the Board of Examiners decide jointly which of them shall replace the chair during an absence of the chair.
5. The meetings are not public.
6. If a student submits a request or complaint to the (Sub-)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, the Board of Examiners compiles a report on 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 Chair 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:
 - a. Those members of academic staff (tenured or appointed on a tenure track position), employed by a university responsible for the degree programme and teaching part of the degree programme (with the exception of the endproject and internship), are the examiner for that part of the degree programme.
 - b. The supervisor for the internship, chosen according to article 20, is examiner for that internship.
 - c. The members of the review committee of a thesis project, composed according to article 21c are examiners for that thesis project.
2. The Board of Examiners is entitled to appoint experts from inside and outside the institution as examiners. This will be for a maximum period of two years, with the option to extend this period each time by a maximum of a further two years.
3. The Board of Examiners may appoint ad hoc committees and provides guidelines for the composition of the assessment committee as referred to in Article 21c.

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:

1. Maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
2. Expediency, with the goal of:
 - a. limiting study delays of students who are making good progress in their studies;
 - b. 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;
3. Warning students and taking appropriate action if they are in danger of taking on too great a study load;
4. Leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond their 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 their 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 may include, but is not limited to 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;
 - getting someone else to take the examination or 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 in which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled in a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. 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 discovered or 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 after the examination has ended. The examiner or the invigilator can ask the student to make any evidence available. 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 discovered or 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 or assessment in question, except in extraordinary 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 in 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 section 8, subsection 8a to d, upon every member of the group.
10. The Board of Examiners will only take a decision as described in section 7 after the student in question has been given the opportunity of having a hearing. A hearing will not be necessary if the Board of Examiners determines that no fraud has been committed.

Article 7a Disciplinary measure in the event of an irregularity or suspected irregularity

1. Prior to, during or after an examination the Board of Examiners may decide that the examination must be taken in a different way or retaken at a different time in the event of any irregularity or if there are reasonable grounds for suspecting an irregularity, such as:
 - large-scale or organised fraud that renders the examination results untrustworthy and where it is not (yet) possible to determine which individual students are involved;
 - a technical failure during the examination that renders the results untrustworthy.
2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination in question invalid for all participants. The examination must then be retaken. In this case the Board of Examiners will set a new examination date as soon as possible.

Article 7b Plagiarism check

1. The examiner or assessment committee checks written (graduation) work for plagiarism. A plagiarism scanner may be used for this purpose.
2. To facilitate plagiarism checks, the examiner or assessment committee may set requirements for the way in which a written assignment must be submitted.
3. In specific cases, the Board of Examiners is authorised to make the plagiarism scan obligatory.¹

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 or within a period of three weeks prior to an academic holiday, 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 degree audit and applying for degree certificate

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration at least 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 at least the day on which the period referred to in section 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration at least five working days before the meeting for the degree audit in question.
4. 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 to wish to improve a result or supplement the 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 Administering 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 who will have primary responsibility for the examination.

¹ Article 21a on master thesis project

2. In special cases the Board of Examiners may allow a student to take an examination in a different form than stated in the study guide. The request for this must be substantiated.
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, also the way in which the result is indicated can be changed. The Board of Examiners will decide on this matter in consultation with the examiner.

Article 10a Long distance examinations

For the following students a long distance examination (abroad) can be organised:

- a. International exchange students who are already back home when an exam (or resit) is scheduled;
 - b. Students of the programmes who are on exchange when an exam (or resit) is scheduled
1. The examiner is responsible;
 2. The student is asked to nominate an invigilator at the partner university;
 3. The examination must be taken at the partner university;
 4. Continuing supervision during the examination must be guaranteed;
 5. Conditions, logistic aspects and time of the examination are the same;
 6. The examiner, or an employee on behalf of the examiner, will send a digital version of the examination, including the cover page, via email, to the remote invigilator;
 7. The invigilator will send a digital version of the completed examination, including scrap paper, to the examiner, or to the employee named in section 6 of this article.

Article 11 Online proctored examination

1. An examination may be held with online proctoring
 - a. If no other form of examination is applicable
 - b. Only with permission of the Board of Examiners;
 - c. In accordance with the TU Delft Regulation online proctored examinations.
2. With the permission of the Board of Examiners if it concerns an individual request owing to exceptional circumstances.

Article 12 Questions and assignments

1. The questions and assignments covered by an examination include 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 course that prepares students for the examination. The precise 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 assessment matrix that is composed for the course.
4. The questions and assignments will be clear and unambiguous and formulated in such a way that students should be able to understand how extensive and detailed their answers must be. The questions and assignments are critically read by a colleague / second reader ("collegial check").
5. An exam cover page guarantees that the instructions regarding the weighing of the questions. The name of the second reader is included in the exam cover page.
6. 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.
7. 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. When an examination is administered in an examination room, the invigilator 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 licence, and

- b. students may only gain access to the examination if they have a valid examination ticket or if they appear on the list of examinees.
3. At the request of or on behalf of the Board of Examiners, students are required to show proof of identity.
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 writes down name and student number on all papers. Only work written on official examination answer sheets will be assessed. The students must bring their own writing and drawing materials.
7. During examinations, students may not use or have available any aids such as pre-programmed calculators, computers, mobile telephones or other devices with similar functions unless the examiner has decided otherwise. If the use of any such item during an examination is permitted, students must themselves bring their own calculators or aids, which must be in compliance with the function limits determined by the examiner.
8. During an examination the students may not have in their possession nor may they 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.
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 they have written their name and student number on each page, to the examiner or invigilator.

Article 14 Assessment

1. The assessment method, is to be clear such that the student can ascertain how the result was reached.
2. 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) or an NV (*niet-verschonen* - did not appear), to be used if a student did not meet a deadline or did not show up. An NVD (*niet-voldaan* - not yet passed) is calculated by Osiris and a VR (*vrijstelling* - exemption) is given by the Board of Examiners.
4. A final mark for a course 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:

9.5 – 10.0	Excellent
8.5 – 9.0	Very good
7.5 – 8.0	Good
6.5 – 7.0	More than satisfactory
6.0	Satisfactory
4.5 – 5.5	Nearly satisfactory
3.5 – 4.0	Unsatisfactory
1.0 – 3.0	Very poor

5. **Hundredths:** Hundredths greater and equal to 0,05 will be rounded up and hundredths lower than 0,05 will be rounded down.
Tenths: When rounding of the marks to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two tenths, six-tenths and seven-tenths will be rounded down.
6. If a course consists of more than one component, the course description in the study guide will indicate how the final mark will be determined. The following provision applies in this respect: The mark for a component examination will be expressed in decimals. The rounding up or rounding down is done according to section 5.
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.

- Final marks that are earned in another degree programme at a foreign university 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 27 also apply to final marks that are earned abroad.
- If more than one result is earned for a course, the highest result that has been earned will apply during the degree audit, with the proviso that when a V/pass and a satisfactory pass mark are earned, the pass mark applies.
- If a student is able to demonstrate that examination work they have submitted has been lost as a result of acts or omissions of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

Article 15 Registering results

- 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.
- 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 course description in the study guide.

Article 16 Retention of work and results

- 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 exam. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
- 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 years.
- In the event that no result has been published, the period referred to in Section 1 will commence on the date on which the exam is held.
- The results of exams 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 course must be submitted to the Board of Examiners in writing, stating the reasons for the exemption request, together with any documentary evidence. The student must attach the recommendation of the examiner concerned to their 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 Official date of internship and MSc thesis project results

- The official date of the completion of the internship will be the date on which the final report is submitted.
- 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.
- The official date of completion of the MSc thesis project will be the date on which the final oral presentation is given.

Article 20 Internships

An internship will be carried out according to the Programme specific appendix to the Teaching and Examination Regulations. The procedure for Internships has been established in consultation with the Board of Examiners.

Procedure and responsibilities:

- The internship comprises a period of 3 months of full-time work, including writing the report;
- The student has to find a supervisor with appropriate expertise, who is member of faculty (tenured or appointed on a tenure track position) of the faculty of Applied Sciences or, for MSc NB, a TU Delft or Erasmus MC supervisor);
- The application form has to be signed and submitted to the Internship Office;
- The supervisor is responsible for approving the content of the internship;
- The assignment is at the level of a graduated engineer;
- The standard contract Internship and if needed the Confidentiality Statement of the faculty of Applied Sciences have to be used. If a company insists to use an own contract, the Contract management Bureau has to be asked for advice, to guarantee the assessment of the internship and to safeguard the student from clauses including extortionate fines;
- The internship will be assessed according to the internship grading scheme. The supervisor is responsible for determining the final grade. The internship will be evaluated by both the company (2/3) and the university supervisor (1/3). In case the supervisor deviates from this guideline, the reasons for the deviation are explained in the comments field on the form;
- The review form has to be signed by the company and the university supervisor. A digital copy of the internship report (student) and the review form (university supervisor) must be sent to the Internship Office that submits the grade.

For SEC a specific procedure is composed regarding the internship.

Article 21 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 course descriptions in the study guide.

Article 21a Further rules governing MSc thesis projects

An MSc thesis project will be carried out according to the Programme specific appendix to the Teaching and Examination Regulations. The procedure for MSc thesis projects has been established in consultation with the Board of Examiners.

Procedure:

- The student has to find a supervisor with appropriate expertise, in accordance with the Programme specific appendix to the Teaching and Examination 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 designated research group, in order to safeguard the final attainment levels;
- If the thesis project takes place outside a research group or research entity for a period longer than 3 months, this has to be approved by the Board of Examiners;
 - The thesis project will be checked on plagiarism before the final assessment takes place.
 - The student will present the uncensored results of the project to the complete assessment committee. This presentation can be private.
 - The BSc thesis project will be reviewed according to the BSc thesis grading scheme.
 - The review form must be filled in completely. It is required to write a justification for the final grade in the field 'comments'.
 - A digital copy of the thesis report (student) and the review form (supervisor) must be sent to the Thesis Office that submits the grade and archives thesis report and review form;
 - The Thesis Office archives the final report completely and uncensored, without any concessions or embargo;
 - The Thesis Office will not publish the report, but archives it under stringent confidentiality and documented conditions.

Article 21b MSc thesis projects outside the designated research groups

1. Students who wish to spend more than three months working on the MSc thesis project outside research groups designated in the Programme specific appendix to the Teaching and Examination Regulations must ask authorisation from the Sub-Board of Examiners.
2. To obtain the authorization mentioned in section 1, students must submit a written request to the Sub-Board of Examiners with the consent of the responsible thesis project supervisor at least 20 working days before starting the MSc thesis project.

3. This request is subject to the following criteria:

- 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, not with the student;
- The project needs to be of the same academic level as that of a project 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 and the student;
 - The thesis project will be checked on plagiarism before the final assessment takes place.
 - The student will present the uncensored results of the project to the complete assessment committee. This presentation can be private.
 - The BSc thesis project will be reviewed according to the BSc thesis grading scheme.
 - The review form must be filled in completely. It is required to write a justification for the final grade in the field 'comments'.
 - A digital copy of the thesis report (student) and the review form (supervisor) must be sent to the Thesis Office that submits the grade and archives thesis report and review form;
 - The Thesis Office archives the final report completely and uncensored, without any concessions or embargo;
 - The Thesis Office will not publish the report, but archives it under stringent confidentiality and documented conditions.

Article 21C Composition of the assessment committee for MSc thesis projects

A committee will be composed by or on behalf of the Board of Examiners for the assessment of the MSc thesis project. The committee will consist of three members of academic staff (tenured or tenure track) not limited to TU Delft or Erasmus MC or members for the occasion appointed by the Board of Examiners (art 5.2)². Together they satisfy the criteria a to d. Committee members that do not meet the criteria, including postdocs or PhD students, can be added as fourth or fifth member of the committee.

- a. One of the members is the responsible thesis supervisor, chosen according to the Programme specific appendix to the MSc Teaching and Examination Regulations. In case of two supervisors both are member;
- b. One of the members belongs to the teaching staff of the MSc programme, according to art 5.1.a, and is familiar with the final attainment levels of the programme;
- c. One of the members is a full professor or an associate professor with ius promovendi;
- d. One of the members belongs to a TU Delft* research group or research entity independent³ of the responsible thesis supervisor.

If the composition of the assessment committee does not meet the regulations mentioned, the proposal must be submitted to Board of Examiners.

* for Nanobiology: TU Delft research group or Erasmus MC research group

Article 21D Working method of the assessment committee

- See the procedure in article 21a

Article 22 – 25

Expired

Curriculum components completed elsewhere

Article 26 Inclusion in the degree audit programme

1. The number of credits to be submitted for the degree audit that are derived from courses for which an exemption has been granted and/or from courses completed outside the degree programme may not exceed a total of 60 EC.⁴

² A staff member can be appointed up to 5 years after their date of retirement.

³ The examiner referred to in Art 21d is meant to make an independent judgment and so to harmonise the quality of the assessment. Preferably an exchange of reviewers from departments and research groups or research entities takes place.

⁴ For MSc SEC, track science education 90 EC applies.

2. Courses 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, unless the Board of Examiners decides otherwise.

Article 27 Provision of information

1. If a student has completed approved courses taken outside the degree programme, the student is responsible for ensuring that the authorised body issues a statement indicating the course in question by name and insofar as applicable by course 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 courses taken at a foreign university, the student must request that the Board of Examiners determine the number of credits and the results.
3. The student must provide the Board of Examiners with relevant information on the progress of the course and its assessment by the authorised body, including a statement on fraud. The Board of Examiners is authorised to request and obtain such information from the authorised body.

Pass/fail rules

Article 28 Pass/fail rules governing MSc degree audit

1. To pass the MSc degree audit, students must have obtained a pass mark, a pass (v) or an exemption (vr) voor every course
2. The method of assessment will be transparent so that the student can ascertain how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of section 1. It will stipulate additional requirements if necessary.

Article 29 Pass/fail rules governing the MSc Honours Programme

- To pass the Honours Programme, students must have met the following requirements:
- a. Passing all courses in the MSc degree programme and the MSc Honours Programme.
 - b. Earning the minimum number of credits for the MSc Honours Programme.
 - c. The study duration of the MSc degree programme and the MSc Honours Programme is a maximum of two years calculated from the date of the first examination, allowing for any delays officially recognized 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.

Article 29A Pass/fail rules governing annotations

The student has passed an annotation (Technology in Sustainable Development (TISD), Entrepreneurship, Nuclear Science & Engineering, Casimir, Quantum Technologies) as set out in the MSc Programme Regulations if a pass has been obtained for the MSc degree programme including all courses of the annotation programme.

Conferring the predicate 'cum laude'

Article 30 The predicate 'cum laude' for MSc degree audits

1. A student may receive the predicate 'cum laude' for the MSc degree audit if the Board of Examiners decides to grant this distinction and at least the following requirements have been met:
 - a. The weighted average of the results of the courses not including the MSc 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 courses for which a pass (V) has been earned or for which an exemption (VR) has been granted may not exceed 40 credits in total⁵;
 - c. The result for the MSc thesis project⁶ must be at least 9.0;

⁵ for MSc SEC science education 90 EC applies.

⁶ The MSc SEC track Education thesis project is defined as follows.

- For students with an exemption for the science & technology part of the programme: the thesis project consists of the courses teaching placement B (12 ec) and educational research (6 ec).
- For students without an exemption for the science & technology part of the programme: the thesis project consists of the courses teaching placement B (12 ec) and thesis research education (30 ec).

The result for both courses must be at least 9.0.

The new definition has come into effect for cohort 2017-2018.

- d. None of the marks may be lower than 7.0;
 - e. The student's degree programme must not have exceeded 24 months, calculated from the date of the first examination till the date of the final examination, allowing for any delays officially recognised in accordance with the Graduation Support Schema (RAS) or TU Delft Profiling Fund Regulations.
 - f. The decision to grant the predicate 'cum laude' to a double degree student is based on section 2 of this article.
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 shall be signed by at least one member of the Sub-Board of Examiners on behalf of the Board of Examiners.
3. A supplement⁷ in English will be provided when the degree certificate is issued, which will in any event indicate the results achieved. A supplement in Dutch can be obtained from the Student Administration on request.
4. A student may request that the Board of Examiners for the Master's programme in Science Education and Communication (SEC) grants him or her a grade-one teaching qualification (*eerstegraads bevoegdheid*) as referred to in Article 33 section 1 part b 1° of the Dutch Secondary Education Act⁸ once the following requirements have been fulfilled:
 - the student has successfully completed the Education specialisation (the 'Verdiepingsdeel' of the Master's programme in Science Education and Communication, track Science Education) as part of the Master's programme for which the Master's degree certificate named in section 1 is issued, with a pass mark , or a designation 'pass' (in Dutch V) or 'exemption' (in Dutch VR), and
 - the student has completed the Master's programme.
 If the SEC Board of Examiners grants this qualification, it will be mentioned on the certificate referred to in section 1 of this article.
4. The degree certificate, after having passed the degree audit, is dated at the student's last examination.

Article 31a A Certificate Educatieve Module

A student may request the Board of Examiners of the Science Education and Communication (SEC) MSc programme to issue limited grade-two teaching qualification (*bepaalde tweedegraads bevoegdheid*) if the following conditions have been met:

- a. The student has successfully completed the Educatieve Module (with a pass mark , or a designation 'pass' (in Dutch V) or 'exemption' (in Dutch VR) for all courses).
- b. The student is entitled to this qualification, in accordance with the "Education Minor correspondence table"⁹ ("*verwantschapstabel educatieve minor*").

The qualification will be mentioned on a separate certificate Educatieve Module.

Article 32 Statement of results achieved

1. A student who has successfully taken one or more exams and to whom the degree certificate within the meaning of Article 31 cannot be issued when they leave the university will receive a statement from the Board of Examiners upon request. This statement will include personal data, course code(s), course 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.

⁷ The 'Decision of the Board of Examiners on additional subjects' applies

⁸ This means that the student will be authorised to teach all years of HAVO (higher general secondary education)/VWO (pre-university education) and prevocational secondary education (VMBO).

⁹ This means that the student will be authorised to teach the first three years of HAVO (higher general secondary education)/VWO (pre-university education) and the theoretical curriculum of prevocational secondary education (VMBO).

Appeal and final provisions

Article 33 Appeals against decisions made by the Board of Examiners

Appeals to the Examinations Appeals Board referred to in Section 7.60 of the Higher Education and Research Act (WHW) against decisions made by the Board of Examiners and/or an examiner may be lodged up to six weeks after the decision in question has been made known to the individual concerned. 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 Entry into force

These Rules and Guidelines shall enter into force on 1 September 2020.

Adopted by the Board of Examiners on 2 July 2020