

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

**2021 – 2022**

**Professional Doctorate in Engineering**

**PED / BPE / CPD**

**Delft University of Technology**

## **Rules and Guidelines of the Board of Examiners - Faculty of Applied Sciences - Professional Doctorate in Engineering**

### **General**

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

These Rules and Guidelines govern the Professional Doctorate in Engineering degree programmes of Delft University of Technology, referred to below as the programme. The relevant programmes are Process and Equipment Design, Bioprocess Engineering and Chemical Product Design.

#### **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 Professional Doctorate Programmes in Engineering Teaching and Examination Regulations, referred to below as the Professional Doctorate Programme Regulations, apply.

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

1. In principle the Board of Examiners meets at least twice a year.
2. The Board of Examiners may delegate certain clearly defined duties.
- 2a. 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.
3. The chairperson of the Sub-Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The meetings are not public.
5. If a trainee 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.
6. A report will be drawn up regarding the matters discussed at meetings.

#### **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      Ad hoc committees and external examiners**

1. The Board of Examiners may appoint *ad hoc* committees.
2. The Board of Examiners may appoint experts from outside the institution as examiners in accordance with Article 7.12(3) of the Higher Education and Research Act. Appointment as referred to here will be made for a maximum term of two years. The term may be extended, each time by a maximum period of two years.

#### **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 trainees who are making good progress in their studies;
  - and persuade a trainee 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 trainees and taking appropriate action if they are in danger of taking on too great a study load;
- d. leniency with respect to a trainee who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

#### **Article 7 Language**

1. A trainee who submits a request to the Board of Examiners to take one or more parts of an examination in a language other than English as referred to in Article 9 of the Professional Doctorate Programme Regulations 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 trainee that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that trainee or another trainee. Fraud includes committing any form of plagiarism, including any and all cases in which a trainee suggests that a piece of work is his/her own when that is not the case.
2. Whenever a trainee is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the trainee is enrolled. If a Board of Examiners receives a complaint relating to fraud about a trainee 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 fraude committed in group work involving trainees 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 trainee in question and record the incident in writing as quickly as possible. The examiner or invigilator may request the trainee to make available any evidence. If the trainee 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 trainee an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
6. The Board of Examiners will make a decision with respect to the case of fraud and can impose the following sanctions on the trainee depending on the gravity of the case, including repeated incidents of fraud:
  - a. a reprimand;
  - b. a decision that a mark will not be issued for the examination or practical work in question;
  - c. exclusion from the examination or practical in question for a maximum period of one year;
  - d. exclusion from one or more examination periods for a maximum period of one year; or
  - e. a combination of the measures listed above.
  - f. If a trainee is implicated in a serious case of fraud, then the Board of Examiners may recommend to the Executive Board that the trainee's registration in the programme be revoked indefinitely.
7. The Board of Examiners will not make a decision as referred to in subsection 6 until after the trainee has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that that no fraud has been committed.
8. Established cases of fraud will be recorded in the trainee's personal file. Access to this file is limited to the Board of Examiners and Academic Counsellors of the Faculty of Applied sciences.
9. The Board of Examiners will publish the guidelines on the consequences of fraud on the programmes Blackboard.

#### **Article 9 Time limits**

The Board of Examiners will render a decision with respect to a trainee'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 trainee 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 (Registering for examinations) Intentionally Skipped**

**Article 11 (Registering for practicals) Intentionally Skipped**

**Article 12 Registering for a degree audit and applying for degree certificates**

1. Registration for a degree audit and the application for a 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 trainee must submit the final study programme to the Student Administration no later than the day on which the period referred to in subsection 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than five working days before the meeting for the degree audit in question.
4. The Student Administration has the possibility of putting a trainee forward for the degree audit if it has established that the trainee has met all the obligations for the degree audit. The Student Administration will inform the trainee of its intention to put the trainee forward for the degree audit. The Student Administration will drop its intention when the trainee 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 trainee will have the opportunity to do so until the ending of the traineeship.

**Article 13 Withdrawal or absence**

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

### Examinations and laboratory courses

**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 special cases the Board of Examiners may allow a trainee to take examination in a form other than a written examination. This request must be substantiated.
3. An oral examination will preferably be conducted by two examiners.
4. A trainee's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.

**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 coursework that prepares trainees 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 content and form of the examination will reflect the course objectives, as laid down in the assignment matrix of the course.
4. The questions and assignments will be clear and unambiguous and are critically read by a colleague/second reader. The rating of the questions and the method of assessment are to be

made clear and unambiguous so that the trainee is fully aware of how extensive and detailed the answers must be. On the examination coverage 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 trainees the opportunity, if possible, 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 trainee will have sufficient time to answer the questions, based on reasonable standards.

#### Article 16 Order during examinations

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the exams and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. The invigilators will observe the 'Guidelines for the invigilation of examinations', which will be available in the examination location.
2. At the request of the Board of Examiners the trainee will be required to identify him/herself using his/her trainee ID or other valid proof of identity (a passport, ID card or driving licence).
3. The trainee 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 trainee who does not comply with the provisions contained in or pursuant to the second and third subsection 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 trainee must bring his/her own writing and drawing materials.
6. If the use of a calculator is permitted during an examination, the trainee must bring his/her own calculator, which must be in compliance with the function limits indicated by the examiner.
7. During an examination the trainee 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 trainee may not use any pre-programmed calculators, computers, mobile phones or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the trainee may not copy from other trainees or exchange information and/or materials with other trainees 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.
11. The trainee may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Trainees who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. The trainee 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 trainee may be absent at any given time.
14. Before the trainee'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 trainee must hand in the examination work, on which he/she has written his/her name and trainee 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 trainee 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 (*niet-voldaan* - fail) or a VR (*vrijstelling* - exemption).
4. The final mark for a subject will be expressed in a whole mark or a half mark from 1.0 to 10.0. The meaning of the marks is as follows:

9.5 – 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 | Unsatisfactory         |
| 3.5 – 4.0 | Poor                   |
| 1.0 – 3.0 | Very poor              |
5. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
  6. If a subject consists of more than one component, the subject description 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, where hundredths greater and equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
    - A result for a component examination or practical, that will be registered in Osiris, may be included in the determination of the final mark only if it is at least a 5.0.
  7. Final marks that are earned in another degree programme at this or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. The provisions of Article 31 apply to final marks that are earned abroad.
  8. If more than one result is earned for a course, the highest result that has been earned will apply during the degree audit.

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

1. Article 20 of the Professional Doctorate Programme Teaching and Examination Regulations determines the manner in which the results of an exam will be published.
2. The examiner will send the results of exams to the Student Administration for registration, indicating the date on which the written examination was held or the oral examination was taken or the practical was completed.
3. The examiner may lay down further rules with respect to the final date on which an assignment must be completed. These rules must be included in the course overview contained in the digital studyguide.

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

1. The official date of an exam will be the date on which the written or oral exam was taken.
2. The date of a practical will be the date on which the final report is submitted or the oral final presentation is held, or, 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 appeal proceedings, trainee work that has been assessed, with the exception of three-dimensional projects, must be retained for at least one year 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.
2. (Intentionally skipped)
3. In the event that no result has been published, the period referred to in subsection 1 will commence on the date on which the exam is held.
4. The results of exams 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 course must be submitted to the Board of Examiners in writing, stating the reasons for the exemption request, together with any documentary evidence. The trainee 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 (intentionally skipped)**

### **Article 24 Projects (intentionally skipped)**

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

1. (Intentionally skipped)
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 PDEng Individual Design Projects**

The procedure for PDEng Individual Design Projects has been established in consultation with the Board of Examiners. The procedure is made available to trainees at the start of the project.

### **Article 26 PDEng Individual Design Projects**

1. During the second year of the programme, the trainees are carrying out an Individual Design Project. The objective of the project is to make an engineering design (part of) a device, product, process or piece of equipment. Each project generally contains design as well as research and development aspects. In all cases the research (limited to a maximum of 60% of the project) and development must be beneficial to the design.
2. For each Individual Design Project a steering group is formed, referred to as Assessment Committee in article 27 below.
3. After the completion of Individual Design Project, the work will be reviewed with respect to Theory, Practice and Communication. For all three aspects a mark will be given. Details on the appraisal procedures will be provided at the start of the project. The appraisal of the work is carried out under the responsibility of the professor/mentor from Delft University of Technology.

### **Article 27 Composition of the assessment committee for PDEng Individual Design Projects**

1. An Assessment Committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of PDEng Individual Design Projects. The management of the programme will compose the steering group in close cooperation with the principal.
2. The Assessment Committee will consist of (a) a mentor from the principal of the project, preferably an industrial party, (b) a professor/mentor from Delft University of Technology, (c) a consultant with expert knowledge on the subject and (d) a project manager from the programme. That committee will consist of at least three examiners. The consultant and professor may be combined into 1 person.
3. PDEng Individual Design Projects carried out outside the Faculty of Applied Sciences shall be assessed by a committee including at least one examiner from the Faculty of Applied Sciences.

**Article 28 Working method of the assessment committee (intentionally skipped)**

**Article 29 Official date of the PDEng final project results**

The official date of completion of the PDEng Individual Design Projects will be last date on which either the colloquium or the company oral presentation is given.

**Curriculum components completed elsewhere**

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

No credits can to be submitted for a degree audit that are derived from components for which an exemption has been granted or from curriculum components completed outside the degree.

**Article 31 Provision of information**

1. In the event that a trainee has completed approved components taken outside the degree programme, the trainee 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 trainee must request the Board of Examiners to determine the scope in credits and the result.

**Pass/fail rules**

**Article 32 Pass/fail rules governing Professional Doctorate degree audit**

1. The trainee meets the requirements for the degree audit once the following have been met:
  - a. a result has been earned for all subjects: a mark, a pass (V) or an exemption (VR);
  - b. none of the marks may be lower than 6.0.
2. The method of assessment will be transparent so that the trainee can ascertain how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of subsection 1. It will stipulate additional requirements if necessary.

**Conferring the predicate 'with distinction'**

**Article 33 The designation 'with distinction' for Professional Doctorate degree audits**

1. A trainee can receive the designation 'with distinction' for the Professional Doctorate 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 courses not including the PDEng Individual Design 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 10 credits in total.
  - c. The average result of the three marks for the PDEng Individual Design Project is higher than 8.5.
  - d. None of the marks may be lower than 7.0.
  - e. The trainee's degree programme has not taken longer than two years, calculated from the date of the first examination, taking into account any study delay that falls under the Graduation Support Scheme.



2. In special cases the Board of Examiners may decide to grant the designation 'with distinction' to a trainee who does not meet the requirements referred to in subsection 1 if the trainee 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 Professional Doctorate in Engineering will be signed by at least one member of the Board of Examiners.
3. A supplement in English will be provided when the degree certificate is issued, which will in any event indicate the results achieved.
4. The degree certificate, after having passed the degree audit, receives the date of the trainee's last examination.

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

1. A trainee who has successfully taken one or more exams and to whom a 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 trainee'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 subsection 1 must be requested from the Programme coordinator.

### **Appeal and final provisions**

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

An appeal may be brought against a decision made by the Board of Examiners and/or an examiner within a period of 6 weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the exams 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 trainees' 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 Entry into force**

These Rules and Guidelines will enter into force on 31 August 2021.

#### **Adopted by the Boards of Examiners**

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