

**RULES AND GUIDELINES
BOARD OF EXAMINERS
(under Article 7.12, section 4 of
the Higher Education Act (WHW))**

2019-2020

**4 TU MASTER OF SCIENCE
CONSTRUCTION MANAGEMENT AND
ENGINEERING**

DELFT UNIVERSITY OF TECHNOLOGY

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Rules and Guidelines of the Board of Examiners

General

Article 1 Scope of applicability

These Rules and Guidelines govern the Construction Management and Engineering Master's degree programme of Delft University of Technology, 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 Construction Management and Engineering Master's Programme Teaching and Examination Regulations, referred to below as the CME Master's Programme Regulations', apply.

Article 3 The Board of Examiners' working method

1. In principle the Board of Examiners meets four times per academic year.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The secretary of the department of Materials- Mechanics- Management & Design is charged with 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 chairperson during his or her absence.
5. The meetings are not public.
6. In the event that a student submits an application or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned will have no involvement in the handling of the application or complaint and will temporarily absent him or herself 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 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 chairperson 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.
4. The decision whether a student has met all the requirements for the degree audit is made by one member of the Board of Examiners. In case of doubt the Board of Examiners will decide.

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

1. The Board of Examiners monitors the appointment of the members of staff as examiners responsible for conducting examinations and determining the results.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be made 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, including an assessment committee as referred to in Article 23.

Article 6 Standards

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;

- b. expediency, with the goal of:
- limiting study delays of students who are making good progress in their studies;
 - and 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.

Article 7a 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 committing 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 that 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 other 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 illegal 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 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 invigilator can ask the student to make any relevant 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 organization that could be used as evidence.
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 case 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 for 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. a reprimand;
 - b. exclusion from the examination or practical in question for a maximum period of one year;
 - c. exclusion from one or more examination periods for a maximum period of one year; or
 - d. a combination of the measures listed above.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 is 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 a to d upon every member of the group.
10. The Board of Examiners will only take a decision as described in subsection 8 or will only impose a sanction after the student in question has been given the opportunity of having a hearing.

Article 7b 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 (re)taken 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 if 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 7c Plagiarism scan

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.

Article 8 Time limits for requests

1. Requests to the Board of Examiners should be submitted twelve working days before the meeting.
2. The Board of Examiners will render a decision with respect to a request within 14 working days after this request has been processed at the Board's meeting or, if the request 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. Stating the reasons, the Board of Examiners may postpone taking a decision for a maximum period of 10 working days. The requester will be informed in writing of any postponement before the end of the period referred to in the first sentence.

Registering

Article 9 Registering for degree audit and applying for degree certificate

1. Registration for the 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 student 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 forward a student for the degree audit if it has established that the student has met all 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 the rest of the current academic year.

Examinations

Article 10 Administrating 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 subsection 2. If applicable, the Board of Examiners will appoint an examiner to bear the primary responsibility for the examination.
2. In special cases the Board of Examiners may allow a student to take an examination in a different form. The request for this must be substantiated.
3. An oral examination will be conducted by two examiners, especially in case of a resit. A written motivation of the result of the exam needs to be sent to the Board of Examiners.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
5. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time. The Board of Examiners will decide on this matter in consultation with the examiner.

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 an 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 coursework 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.
4. The questions and assignments will be clear and unambiguous. The instructions regarding the weighing of the questions and assignments will also 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.
5. 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 licence
 - 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 licence).
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 and student number 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 examinations, students may not use or have 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 Board of Examiners. The examiner may make an exception in this regards, provided this is announced in advance.
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 clear 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 1 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 a VR (*vrijstelling* - exemption).
4. A 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	Nearly satisfactory
3.5 – 4.0	Unsatisfactory
1.0 – 3.0	Very poor
5. 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 subject consists of more than one component, the subject overview in the digital study guide will indicate how the final mark will be determined. The following provisions apply in this respect:
 - The mark for a part of a subject will be expressed in decimals, and hundredths greater than or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
 - A final grade is only given if all partial examinations and practical exercises are assessed with a 5.0 or higher.
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 27 apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.
9. 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 Registering 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 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 exam. 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 years.
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 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 documentary 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 Internship, Multidisciplinary Project and Additional Master Thesis Project

Article 19 Internship

1. Before the Internship commences an Internship agreement has to be closed between the Internship coordinator, the examiner from the relevant subject area, the supervisor at the company or institution where the student is doing his or her Internship, and the student.
2. The Internship agreement must at least detail the aims and contents of the practical training period.
3. The Internship agreement forms the basis for the assessment. The period of training will be assessed in its entirety.
4. The Internship coordinator will determine whether the report meets the requirements laid down for the structure and production of the report as well as the student's own assessment of the Internship. The company or institution supervisor will also be consulted.
The subject area examiner will assess the subject-related aspect of the report.
The Internship coordinator will determine the final mark, also on the basis of the subject area examiner's conclusions and the recommendations made by the company or institution supervisor.

Article 20 Multidisciplinary Project

1. In the Multidisciplinary Project manual an indication is given of the number of phases into which a project is divided.
2. The first phase must be rounded off with a work plan that has to be approved by the supervisory team after the initial assessment. If the work plan is not approved then a supplement must be added. The project may not be pursued until the work plan has been approved.
3. At the beginning of the third phase the group will be expected to submit the draft final report.
4. The last phase will be rounded off with the production of the final report and a summary of that same report. Subsequently, during the final assessing, there will be an oral presentation of the final report and an evaluation report will be produced.
5. The student is expected to attend the initial assessment, the briefing and the final assessment and to be present at any other point deemed necessary by the supervisory team. If a student has no valid excuse for being absent at such times then he may be banned from further participating in the project.
6. The work plan and the final report must be assessed by at least two examiners, one of whom must be the main supervisor.
7. When it comes to the final assessment, the work aspects definitely taken into consideration will be the following:
 - a. the quality of the final topic
 - b. how the various sub-topics have been integrated
 - c. written reporting
 - d. oral presentation
 - e. the group process
8. The group result will also be the individual final result unless the main supervisor has sound reason to deviate from that in the case of one or more students in the group.
9. The group is responsible for ensuring that there is regular contact with the main supervisor, especially in instances where the project is being completed abroad.
10. The projects, carried out in one course year, are to be evaluated by one of the concerned professors, who will report to the Director of Education.

Article 21 Official date of Internship and Multidisciplinary 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 the Multidisciplinary 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.

Additional rules Master's Thesis Project

Article 22 Master's Thesis Project

1. Before embarking on the Master Thesis Project, the student must complete the form CME-1 entitled "Application Start MSc Thesis Project" which can be downloaded from the internet. On the basis of that form the Student Administration will check on behalf of the Board of Examiners, or otherwise ensure, that the student does indeed comply with the requirements laid down for the Master Thesis Project. If everything is in order the student can then report so to the coordinator linked to the chosen track and further compile his master's examination programme.
2. The Master Thesis Project is viewed as an integral part of the degree programme. The assessment committee's chairperson is responsible for the internal and external supervision. Both the internal and external supervision are viewed as part of the statutory educational facilities.
3. The final assessment should be understood to be the meeting during which the assessment committee's chairperson makes known the results of the student's work. The accompanying presentation constitutes part of the final assessment and takes place preferably on the same day as the final assessment. Generally speaking, the final assessment will occur within four weeks (the months of July and August excluded) of the final thesis report having been handed in.

Article 23 Composition of the assessment committee for Master Thesis Project

1. At the instigation of the chairperson of the assessment committee that is to be appointed for the purposes of assessing a Master Thesis Project, the Board of Examiners will appoint an assessment committee of at least three members, the chairperson included. On behalf of the Board of Examiners, the mandated will approve the composition of the assessment committee.
2. Those able to serve on the assessment committee are:
 - anyone who is an academic member of staff at Delft University of Technology or at any other Dutch or foreign university,
 - external experts as described in Article 5, subsection 2.
3. The chairperson of the assessment committee must be a (full) professor or associate professor within the Construction Management and Engineering programme. At least three of the members of the assessment committee, the chairperson included, must belong to at least two different sections within Delft University of Technology. At least two members of the committee must be (full) professor, associate professor, assistant professor or lecturer. One member can be a researcher or PhD candidate.
4. The member of the assessment committee from the second section must at least participate in the deliberations from the moment of the assessment of the draft report text referred to in subsection 7 of article 24.

Article 24 Working method of the assessment committee

1. As soon as the final study phase begins the assessment committee's chairperson will indicate to the student which of the members of the assessment committee are directly involved in his/her supervision.
2. In consultation with the chairperson and the immediate supervisor, the student must draw up a work plan which at least describes the subject and the approach and which gives a list of contents. The work plan must also contain a schedule with established dates for the interim meetings and the final presentation.
3. The work plan must be approved by the assessment committee after the initial assessment. If it is not approved then supplementary material must be supplied. The work may not be started until the work plan has been approved.
4. The point when the work plan is approved marks the point when the Master Thesis Project may begin. The coordinator will monitor the schedule.
5. Dramatic changes in the work plan must be approved by the assessment committee.
6. During the final study phase there must be at least one interim meeting with the assessment committee to gauge the progress being made.
7. Before a presentation date is agreed the student must present the draft report text to the complete assessment committee and wait for the assessment.

8. After the student has received the assessment committee's approval he/she must then arrange a presentation date.
9. The final assessment and the presentation of the Master Thesis Project should be preferably planned for the same day. At least two members of the assessment committee, one of whom must be the chairperson, ought to be present at the time of the presentation.
10. Members of the assessment committee who are unable to be present at the time of assessment should react in writing, possibly by email, to the material received from the student beforehand. The reaction has to be addressed to the chairperson.
11. Each time the assessment committee evaluates matters, the student must compile an official report and post it or mail it to the assessment committee for approval. If, after a week, no reaction has been received he or she may presume that the agreements detailed in the report have been accepted.
12. When it comes to the task of assessing the Master Thesis Project the assessment committee will take the following aspects into consideration.
 - a. Scientific approach
 - b. Quality of result/product
 - c. Behavioural competences
 - d. Quality of written presentation
 - e. Quality of oral presentation and defence.
13. The chairperson will try to arrive at a final mark that is unanimously agreed to by the assessment committee. If any member of the assessment committee objects to the final mark then this has to be recorded and justified in writing. If necessary, the final decision will lie with the chairperson if there is disagreement about the final mark. The student will not be notified of the procedure that led to the determining of the final mark.
14. The assessment committee will ensure that, provided the level of the Master Thesis Project is high enough, the time devoted to the work involved will not be greater than the study load in conjunction with the allocated number of credits.
15. The coordinator or else a member of the assessment committee appointed in conjunction with the coordinator remains responsible for ensuring that the relevant Teaching and Examination Regulations and the Rules and Guidelines laid down by the Board of Examiners are adhered to. What will be particularly well checked is whether the commencement stipulations are observed, whether the subsequent procedures are followed and if the Master Thesis Project is assessed according to uniform norms.
16. The assessment committee must keep a record of how long the student has worked on the Master Thesis Project. If this has not been completed within a year then the assessment committee will ask the student and the assessment committee's chairperson why that is so. If the student does not subsequently progress fast enough the assessment committee will notify the Board of Examiners accordingly.
17. If the Board of Examiners is involved in the graduation process in the way sketched in subsection 16 it will ask both the assessment committee and the student to elucidate matters in writing and to further explain how the process can be completed. The Board of Examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully round off his or her studies will arise. In such cases students are required to find a new thesis topic and repeat the graduation process.

Article 25 Official date of the Master's Thesis Project result

The official date of completion of the Master's Thesis Project will be the date on which the final oral presentation is 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 degree programme 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 on the degree programme.

Article 27 Provision of information

1. In the event that a student has completed approved components outside the degree programme, the student is responsible for ensuring that the authorised agency issues a statement indicating the component(s) in question by name and insofar as applicable by subject code(s), the associated study load (credits), the result(s), the date(s) on which the result(s) was/were earned and the date(s) on which the statement(s) was/were issued, and information to determine whether the result(s) is/are sufficient according to the grading table of the university abroad (to be handed over as well).
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the study load (credits) and whether the result(s) is/are sufficient according to the grading table of the university abroad.
3. The student must provide the Board of Examiners with relevant information on the progress of the component 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 Master's degree audit

1. To pass the Master's degree audit, students must have met the following requirements:
 - a. obtaining a result for every subject: 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 student 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.

Article 29 Pass/fail rules governing the Honours Programme Master's

To pass the Honours Programme Master's, students must have met the following requirements:

- a. gaining a pass for every component on the Honours Programme Master's;
- b. gaining the minimum number of credits for the Honours Programme Master's;
- c. the duration of study of the Master's degree programme, that is, the period between the student's enrolment on the programme and his or her taking the final examination component, together with the Honours Programme Master's, must not exceed 2 years, 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 predicate "cum laude" for Master's degree audits

1. A student may receive the designation "cum laude" for the Master's 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 subjects in terms of credits from the subjects, not including the Master's Thesis Project must be at least 8.0; passes and exemptions will not be taken into consideration;
 - b. the number of credits from the subjects for which a pass has been earned or for which an exemption has been granted may not exceed 40 credits in total;
 - c. the result for the Master's Thesis Project is at least 8.5;
 - d. 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 2,5 years, 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 designation "cum laude" to a student who does not meet the requirements referred to in subsection 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 certificate shall be signed by the chairperson 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. A supplement in Dutch can be obtained from the Student Administration on request.

Article 32 Statement of results achieved

1. A student who has successfully taken one or more exams and to whom a 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 include 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 attained.
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

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 will enter into force on 01-09-2019.

Adopted by the Board of Examiners on 11 July 2019.