

**RULES AND GUIDELINES
BOARD OF EXAMINERS
(under Article 7.12b, section 3 of
the Higher Education Act (WHW))**

2012-2013

**MASTER OF SCIENCE
CIVIL ENGINEERING
AND
APPLIED EARTH SCIENCES**

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 Civil Engineering Master's degree programme and the Applied Earth Sciences degree programme of Delft University of Technology.

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 Civil Engineering and Applied Earth Sciences Master's Programme Teaching and Examination Regulations, referred to below as the Master's Programme Regulations', apply.

Article 3 The Board of Examiners' working method

1. In principle the Board of Examiners meets once a month, except in the months of July and August.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Board of Examiners' official secretary is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The meetings are not public.
5. 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.
6. A report will be drawn up regarding the matters discussed at meetings.
7. 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 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.
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 and the official secretary. In case of doubt the Board of Examiners will decide.

Article 5 Examiners, external examiners and ad hoc committees

1. The members of staff responsible for providing the teaching in the relevant subject will be the examiners that conduct examinations.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment 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.

Article 6 Standards

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
- b. expediency, with the goal of:
 - limiting study delays of students who are making good progress in their studies;
 - and persuade a student to drop out of the programme with as little loss of time as possible if it has become unlikely that the programme will be completed within a reasonable period of enrolment;
- c. warning students and taking appropriate action if they are in danger of taking on too great a study load;
- d. leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

Article 7 Language

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred to in Article 7 of the Master's 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 student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
2. 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 writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
3. 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.
4. 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.
5. The Board of Examiners will make a decision with respect to the case of fraud and can impose the following sanctions on the student 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 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.In the event of serious fraud, the Board of Examiners is entitled to decide to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated.
6. The Board of Examiners will not make a decision as referred to in subsection 5 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that there was no fraud.

Article 9 Time limits

The Board of Examiners will render a decision with respect to a student's application within 40 working days after the application is received or, if the application is submitted during an academic holiday 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 10 Registering for examinations

1. Students are required to register for written examinations by entering the dates in the examination registration system no later than 14 calendar days (*not working days*) before the examination takes place.
2. In special cases the Board of Examiners may deviate from the registration period referred to in subsection 1, however only in favour of the student.
3. Students who do not register for an examination on time may not participate in that exam. In exceptional circumstances the Board of Examiners' official secretary may allow the student to participate in the examination.
4. If a student participates in an examination for which the student was not properly registered, the Board of Examiners will declare the results of the examination to be invalid.

Article 11 Registering for practicals

1. Registration for practicals will take place in the manner and by the deadline indicated in the study guide or on Blackboard for the practical in question.
2. In special cases the Board of Examiners may deviate from the period of registration referred to in subsection 1, however only in favour of the student.
3. Students who do not register for a practical on time may not participate in that practical. In exceptional circumstances the Board of Examiners' official secretary may allow the student to participate in the practical.
4. If a student participates in practical for which the student was not properly registered, the Board of Examiners will declare the results of the practical to be invalid.

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 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 during the rest of the current academic year.

Article 13 Withdrawal or absence

1. It is possible to withdraw from an examination through the examination registration system no later than 14 days before the examination takes place. In exceptional circumstances the Board of Examiners' official secretary may give permission to withdraw at a later stage.
2. It is possible to withdraw from a degree audit through the Student Administration until ultimately the day on which the meeting for the degree audit in question is to be held.
3. If a student withdraws from an examination or degree audit he/she later must reregister for a subsequent opportunity in accordance with the provisions of Articles 10 and 12, respectively.

Examinations and practicals

Article 14 Taking written and oral examinations

1. When the same examination is administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant (and identical) predetermined standards. 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 student to take an oral examination instead of a written examination. A request to take an oral examination instead of a written examination must be substantiated.
3. An oral examination will preferably be conducted by two examiners, especially in case of a resit..
4. A student'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 students for the examination. The exact scope of the material will be finalised no later than one month before the examination is administered.
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 content and form of the subject objectives.

4. The questions and assignments will be clear and unambiguous. The method of assessment is to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be.
5. Well before a written examination, the examiner will give the students 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 student 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 'Directives and guidelines for invigilators', which will be available in the examination location.
2. At the request of or on behalf of the Board of Examiners the student will be required to identify him/herself using his/her student ID or other valid proof of identity (a passport, ID card or driving licence).
3. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination and the instructions that are given during the examination or immediately after it has ended.
4. A student who does not comply with the provisions contained in or pursuant to the second and third 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. Scratch paper and scrap paper will be provided. The student immediately writes down his/her name and student number on *all* papers. The student must bring his/her own writing and drawing materials.
6. If the use of a calculator is permitted during an examination, the student must bring his/her own calculator, which must be in compliance with the function limits indicated by the examiner.
7. During an examination the student may not have in his/her possession nor may he/she consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
8. During an examination the student may not use any pre-programmed calculators, computers, beepers, mobile telephones or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
11. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
14. Before the student's final departure from the location where the examination is being held (not earlier than 30 minutes after the examination in question has started) the student must hand in the examination work, on which he/she has written his/her name and student number on each page, to the examiner or invigilator.

Article 17 Assessment

1. The assessment method, including the weighing of components, is to be transparent such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 14(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 onv (*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. 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 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 component of a subject will be expressed in tenths.
 - A result for an interim examination or practical 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 subject, 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 14 of the Master's 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.
3. If practicals have been arranged as separate components, the examiner will send the results of those components to the Student Administration for registration, indicating the date on which the practical was completed.
4. The examiner may lay down further rules with respect to the final date on which a report may be submitted or on which a practical must be completed. These rules must be included in the subject overview contained in the digital study guide.
5. The deadline by which the examiner must have determined his or her assessment of the report will be the deadline of 15 working days stipulated in Article 14.2 of the Master's Programme Regulations for the determination of the results of a written examination. If the result for the report is not a final result and this result will not be processed by the Student Administration, the examiner will inform the student of his or her assessment within 20 working days. Article 14.2 of the Master's Programme Regulations applies mutatis mutandis.

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 administered.
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 appeals proceedings, student work that has been assessed, with the exception of three-dimensional projects, must be retained for at least one year after the results have been published. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
2. 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.
3. 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 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 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 Traineeship, Multidisciplinary Project and Additional Master Thesis Project

Article 23 Traineeships

1. Before the Traineeship commences a Traineeship agreement has to be closed between the Traineeship coordinator, the examiner from the relevant subject area, the supervisor at the company or institution where the student is doing his or her Traineeship, and the student.
2. The Traineeship agreement must at least detail the aims of the practical training period.
3. The Traineeship agreement forms the basis for the assessment. The period of training will be assessed in its entirety.
4. The Traineeship 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 Traineeship. The company or institution supervisor will also be consulted.
The subject area examiner will assess the subject-related aspect of the report.
The Traineeship 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 24 Multidisciplinary Project

1. In the Multidisciplinary Project (CIE4061-09) 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. Roughly mid-way through the second phase there will be a briefing when the group will be expected to present the results and the activities still to be carried out to the supervisory team.
4. At the beginning of the third phase the group will be expected to submit the draft final report.
5. 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.
6. 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.
7. The work plan and the final report must be assessed by at least two examiners, one of whom must be the main supervisor.
8. 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
9. The group result will be rounded off to a whole or half mark and it 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.
10. 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.
11. 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 24A Additional Master Thesis

1. The Additional Master Thesis (CIE5050-09) should at least be distinguished from the normal Master Thesis Project.
2. The Additional Master Thesis Project must be assessed by at least two examiners attached to Delft University of Technology, one of whom must be a professor or associated professor linked to the Civil Engineering programme.

When the Additional Master Thesis Project is assessed the following aspects will certainly be taken into consideration. The final mark will be largely determined by the content of the work but the reporting will also be important.

- a. intrinsic aspects:
 - originality and creativity
 - independence
 - productivity
 - analytical ability
 - synthetic ability
 - approach method.
- b. written presentation:
 - structure
 - readability
 - presentation
 - language use.

An oral presentation of the work is not obligatory but if the student chooses that particular option then the following considerations will come into play during the final assessment:

- c. oral presentation:
 - structure
 - clarity for an expert audience
 - quality of the audiovisual aids
 - defence.

Article 25 Official date of Traineeship, Multidisciplinary Project and Additional Master Thesis Project results

1. The official date of the completion of the Traineeship will be the date on which the final report is submitted.
2. The official date of the completion of the Multidisciplinary Project and the Additional Master Thesis Project will be the date on which the final report or project is submitted or the date on which the final oral presentation is given.

Further rules governing Master Thesis Project

Article 26 Master Thesis Project Civil Engineering

1. Before embarking on the Master Thesis Project, the student must complete the form entitled "Application Start Master Thesis Project" which can be downloaded from internet or is obtainable from the Student Administration. On the basis of that form the Board of Examiners will then check, 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 chairman 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 chairman 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 26A Master Thesis Project Applied Earth Sciences

1. Before embarking on the Master Thesis Project, the student must complete the forms "AES1: Application Start MSc Thesis" and "AES2: Individual Study Programme MSc" which can be downloaded from internet or are obtainable from the Student Administration. On the basis of these forms the Board of Examiners will then check, 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 start his Master Thesis Project.
2. The Master Thesis Project is viewed as a practical.
3. For each Master Thesis Project, an assessment committee is appointed. The Principal Supervisor will be the assessment committee's chairman and is responsible for the internal and external supervision. Both the internal and external supervision are viewed as part of the statutory educational facilities. The Principal

Supervisor is either a professor, associate professor or assistant professor within the Applied Earth Sciences MSc programme.

4. The final assessment should be understood to be the meeting during which the Principal Supervisor makes known the results of the student's work. The accompanying presentation, the Colloquium, 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.
5. After one month the student must submit a Master Thesis Project description which must include the following information:
 - Name of student and student registration number
 - Date and location
 - Title of the Master Thesis Project
 - Name(s) of supervisor(s)
 - Commencement date
 - Anticipated completion date
 - Description, approximately half an A4. The description should include a brief introduction to the subject, the thesis objectives and a brief description of the work programme, including a time plan.
 - Signatures of the student, supervisor(s) and a representative of the Board of Examiners
 - Names and functions of the signatories.

Article 27 Composition of the assessment committee for Master Thesis Project Civil Engineering

1. At the instigation of the chairman of the assessment committee that is to be appointed for the purposes of supervising and assessing a Master Thesis Project the Board of Examiners will appoint an assessment committee of at least three members, the chairman included. On behalf of the Board of Examiners, the official secretary will approve the intended 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 chairman of the assessment committee must be a professor within the Civil Engineering programme. At least three of the members of the assessment committee, the chairman included, must belong to at least two different sections within Delft University of Technology in such a way that from those respective sections they will make an essential contribution concerning the content of the Master Thesis Project.

Article 27A Composition of the assessment committee for Master Thesis Project Applied Earth Sciences

1. At the instigation of the Principal Supervisor, chairman of the assessment committee, that is to be appointed for the purpose of assessing a Master Thesis Project the Board of Examiners will appoint an assessment committee of at least three members, the chairman included. On behalf of the Board of Examiners, the official secretary will approve the intended 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 chairman of the assessment committee must be a professor, associate professor or assistant professor within the Applied Earth Sciences Engineering programme. At least three of the members of the assessment committee, the chairman included, must belong to at least two different sections within Delft University of Technology.

Article 28 Working method of the assessment committee Civil Engineering

1. As soon as the final study phase begins the assessment committee's chairman 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 chairman 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 monitoring of the schedule will be done by the coordinator.
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 chairman, 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 chairman.
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 at least bear in mind the following aspects. Ultimately the final result will, to a large degree, be determined by the work content but the reporting style and presentation will also play a part.
 - a. intrinsic aspects:
 - originality and creativity
 - independence
 - productivity
 - analytical ability
 - synthetic ability
 - approach method.
 and, where relevant,
 - Sustainable Development Technology, Entrepreneurship, Urban Planning and Engineering or Infrastructure Planning and Environmental Engineering.
 - b. written presentation
 - structure
 - readability
 - presentation
 - language use.
 - c. oral presentation:
 - structure
 - clarity for a wider audience
 - quality of the audiovisual aids
 - defence.
13. The chairman 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 chairman 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 coordinator 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 coordinator will ask the student and the assessment committee's chairman why that is so. If the student does not subsequently progress fast enough the coordinator 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 explanation 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.
18. The Master Thesis Projects, carried out in one course year, are to be evaluated in a meeting with the concerned professors and associated professors, who will report to the Director of Education and the Board of Examiners.

Article 28A Working method of the assessment committee Applied Earth Sciences

1. At the start of the Master Thesis Project the assessment committee's chairman, the Principal Supervisor, 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 chairman or the immediate supervisor, the student must draw up a work plan that describes the objective(s) of the Thesis, the approach and 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's chairman and submitted no-later than one month after the project was started (see Article 26A, subsection 4).
4. Before a date for the Colloquium and defence is agreed the student must present the draft report to the assessment committee's chairman.
5. After the draft report has been approved, the assessment committee's chairman will propose the other members of the assessment committee, under the conditions of Article 27A.
6. After the student has received the assessment committee's approval, the student is responsible for arranging a suitable date for the Colloquium and defence.
7. The completed thesis must be made available to the assessment committee at least ten working days before the date of the Colloquium.
8. The final assessment and the Colloquium should be planned for the same day. At least two members of the assessment committee, one of whom must be the chairman, ought to be present at the time of the Colloquium and defence.
9. Members of the assessment committee must justify any comments made on the thesis. At least two members of the committee must be present for assessing the Colloquium. All members are given the opportunity to ask questions to the student about the thesis work in a closed sitting held after the Colloquium, called the defence.
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 chairman.
11. The chairman will try to arrive at final marks for the Master Thesis Project and for the Colloquium that are unanimously supported by to by the assessment committee. If any member of the assessment committee objects to a final mark then this has to be recorded and justified in writing. If necessary, the final decision will lie with the chairman if there is disagreement about the final marks. The student will not be notified of the procedure that led to the determining of the final mark.
12. 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.
13. 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.
14. The coordinator 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 coordinator will ask the student and the assessment committee's chairman the reason for this. If the student does not subsequently progress fast enough the coordinator will notify the Board of Examiners accordingly.
15. 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 explanation 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 29 Official date of the Master Thesis Project result

The official date of completion of the Master Thesis Project will be the date on which the oral final presentation, for Applied Earth Sciences the Colloquium, is given.

Curriculum components completed elsewhere

Article 30 Inclusion in the degree audit programme

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

Article 31 Provision of information

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

Pass and fail rules and transition ruling

Article 32 Pass and fail rules governing Master's degree audit

1. The student 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 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 32A The pre-master's pass and fail rules for students from higher vocational institutes (hbo) or another deficiency programme Civil Engineering

1. The student 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. not more than one mark may be lower than 6.0;
 - c. none of the marks may be lower than 5.0.
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.

Conferring the predicate "with distinction"

Article 33 The designation "with distinction" for Master's degree audits

1. A student can receive the designation "with distinction" for the Master's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
 - a. the weighted average of the results of the subjects not including the Master Thesis Project is at least 8.0; passes (v) and exemptions (vr) will not be taken into consideration;
 - b. the number of credits for the subjects for which a pass (v) has been earned or for which an exemption (vr) has been granted may not exceed 20 credits in total.
 - c. the result for the Master Thesis Project is at least 8.0.
2. In special cases the Board of Examiners may decide to grant the designation "with distinction" 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 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 will be signed by one of the members 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.

Article 34A Special certificate Civil Engineering

1. Alongside of the statutory Civil Engineering Master's degree programme comprising 120 credits it is also possible to do extra components. A special certificate may be issued for supplementary components amounting to at least 16 credits provided that the following conditions are met:
 - if the supplementary components followed do, in their entirety, display cohesion and represent sufficient depth and high standards
 - all the components listed in Article 3, subsection 1, clauses b and c of the Civil Engineering Master's Implementation Regulations may comprise part of the special commendation but must at least include 9 credits derived from subject-oriented credits.
2. Requests for the approval of programmes put forward for a special certificate must be submitted in writing by the student to the Board of Examiners and should be supported by two of the examiners involved in the Civil Engineering programme, one of whom must be a professor.
3. Subsection 2 similarly applies to requests for amendments to already approved programmes for which a special certificate is requested.
4. If the components of a programme approved for a special certificate have been successfully completed and the student was entitled to complete those components then a special certificate will be presented by the Board of Examiners.

Article 35 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 34 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student's personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were earned.
2. A statement as referred to in subsection 1 must be requested from the Student Administration.

Appeal and final provisions

Article 36 Appeals against decisions made by the Board of Examiners

An appeal may be brought against a decision made by the Board of Examiners and/or an examiner within a period of six weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the 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 students' interests remain reasonably unaffected.

Article 38 Unexpected circumstances

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

Article 39 Entry into force

These Rules and Guidelines will enter into force on 1 September, 2012.