

# **Rules and Regulations of the board of examiners (art. 7.12 Whw)**

## **Bachelor's degree programmes in**

Electrical Engineering  
Computer Science & Engineering  
Technische Wiskunde

## **Master's degree programmes in**

Applied Mathematics  
Computer Engineering  
Computer Science  
Electrical Engineering  
Embedded Systems  
Sustainable Energy Technology

This is a translation. The Dutch version has legal validity.

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**Delft University of Technology  
Faculty Electrical Engineering, Mathematics and Computer Science**

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## General

### Article 1 Scope of applicability

These Rules and Guidelines govern the Bachelor's degree programmes in Technische Wiskunde, Computer Science & Engineering and Electrical Engineering, referred to below as the Bachelor's degree programme or programmes and the Master's degree programmes Applied Mathematics, Computer Engineering, Computer Science, Electrical Engineering, Embedded Systems and Sustainable Energy Technology of the faculty EEMCS of Delft University of Technology, referred to below as the 'Master's Programme' or 'Master's Programmes'. The Bachelor's and Master's programmes are referred to collectively as the programme or programmes.

### Article 2 Definition of terms

1. 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 Bachelor's Programmes Teaching and Examination Regulations, referred to below as TER BSc, apply to the Bachelor's and Minor programmes.
2. 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 faculty EEMCS Master's Programmes Teaching and Examination Regulations, referred to below TER MSc, apply.

### Article 3 The Board of Examiner's working method

1. The Board of Examiners meets at minimum four times a year.
2. The Board of Examiners may mandate certain clearly defined duties.
3. The chair and/or the secretary 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 chairman 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.
7. A report will be drawn up regarding the matters discussed at meetings.
8. Every year, the Board of Examiners compiles a report on its activities in the previous academic year and sends this report to the Dean.
9. For each of the programmes the Dean establishes an examination sub-committee which consists of members of the staff responsible for education in the relevant programme. Two members of the examination sub-committee are also member of the board of examiners.
10. The board of examiners can mandate tasks to the examination sub-committees. Mandate is given for taking decisions related to individual students who belong to the authority of the examination sub-committee as governed in the law and/or as determined in these Rules and Guidelines.
11. Sub-committees of the Board of Examiners meet in principle once a month.

### 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 Examiners, external examiners and ad hoc committees

1. The Board of Examiners explicitly appoints examiners for each course before the start of each academic year. These appointments are listed.<sup>1</sup> The appointed examiners are mandated to administer examinations and determine grades (as is their legal duty).<sup>2</sup>
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.

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<sup>1</sup>The sub-committee of the Board of Examiners for Sustainable Energy Technology (SET) deviates from what is described here. The sub-committee for SET mandates as examiners those members of the faculty (tenured or appointed on a tenure track position), employed by the university responsible for the degree programme, and teaching a part of the degree programme.

<sup>2</sup> As stated in the Higher Education and Research Act, article 7.12c.

3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as referred to in sub 2.

## **Article 6 Standards**

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

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

## **Article 7 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 in Article 9.3 TER BSc and TER MSc, 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.
2. In any case, examples of fraud are:
  - copying the work of others and presenting it as your own (plagiarism), either purposely or by mistaken omission of (proper) referencing;
  - being in possession of aiding tools during an examination (cheat sheet, pre-programmed calculator, mobile phone, books, syllabi, notes (and markings) in books for an open book exam), that are not explicitly allowed;
  - making use of (digital) aiding tools during the examination in another way than is explicitly allowed;
  - peeking at another student's examination sheet, or exchanging information outside the examination room with another student;
  - impersonating someone else during an examination (as well as allowing someone to impersonate oneself);
  - obtaining, prior to the date and time of the examination, assessment questions of the examination.
3. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the degree 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 degree programme, it will immediately pass on the complaint to the Board of Examiners of the relevant degree programme.<sup>3</sup> In the case of fraud committed in group work involving students from different degree 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.
4. 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 as quickly as possible in a written report. The student will be allowed to finish the examination. The written report will be added to the student's completed examination. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted by the examiner to the Board of Examiners immediately.
5. 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 by the examiner to the Board of Examiners immediately.
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.

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<sup>3</sup> This specifically relates to complaints against students regarding (alleged) fraud; in case of complaints made by students relating to assessment who are enrolled in another degree programme (and/or faculty), the (sub)Board of Examiners of the other degree programme will be contacted to discuss the matter and agree which Board of Examiners will formally handle the procedure. A joined committee may be formed in complicated cases.

7. The Board of Examiners will, in case of fraud, make the decision that a mark will not be issued for the examination or practical in question, barring exceptional cases.
8. 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. 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 be permanently terminated.
9. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose one of the sanctions referred to in subsection 8 a to d upon every member of the group.
10. The Board of Examiners will not make a decision as referred to in subsection 6 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 no fraud has been committed.
11. The Board of Examiners informs the student of the decision and will in addition point to the possibility to appeal against the decision.
12. Established cases of fraud will be recorded in the student's personal file. Access to this file is limited to the Board of Examiners and Academic Counsellors of the Faculty of EEMCS.
13. In special circumstances the Board of Examiners has the authority to declare the results of an examination or practical to be invalid for all participants.

## **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**

*Expired*

### **Article 11**

*Expired*

## **Article 12 Registering for degree audit and applying for degree certificate**

### **Bachelor's degrees**

1. Registration for a degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 20 working days before the meeting for the audit in question is due to be held.
2. The final study programme must be submitted 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 student forward for a 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 retract its intention if the student submits a request to that effect within the designated time period. This request will be honoured until the end of the current academic year.

### **Master's degrees**

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 30 working days before the planned date of graduation. For the MSc programme Sustainable Energy Technology the term of at least 20 working days applies, as formulated above under article 12, section 1 (BSc).

2. The final study programme needs to be approved by the Board of Examiners no later than the day on which the period referred to in subsection 1 commences.
3. All requirements, with exception of the thesis project, 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. For the MSc Sustainable Energy Technology the regulations in article 12, section 3 (BSc) apply.
4. The Student Administration has the possibility of putting a student forward for a 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 from the degree audit**

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

## **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, as stated in article 17, sub 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 student to take an examination in another form than 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; this will always be the case when requested by the student. This request must be submitted to the lecturer at least 5 working days before the oral examination.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral 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 examiner will decide on this matter in consultation with the Board of Examiners.
6. In the event of well-founded suspicions of irregularities, the Board of Examiners can declare the relevant examination invalid for all without it being possible to determine which individual students are concerned. The exam must be taken again in such a case. The Board of Examiners will then set a new examination date in the shortest possible term. In this context, irregularities can also be understood as a technical defect.

### **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 course 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, to familiarise themselves with examples of examination questions and corresponding answers.
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 examinations and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. The invigilators will observe the Rules of procedure for assessments, which will be available in the examination location.
2. At the request 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. Examination paper and scrap paper will be provided. The student immediately writes down his/her name on all papers. Only work written on examination paper will be graded. However, the student must bring his/her own writing and drawing materials.
6. If the use of a calculator or other aiding tools is permitted during an examination, the student must bring his/her own calculator or other aiding tools, 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, mobile telephones, smart watches or other devices that have comparable functions unless the examiner has decided otherwise.<sup>4</sup>
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 O (onvoldoende - fail) or a VR (vrijstelling - exemption).<sup>5</sup>
4. A final mark will be expressed in a whole mark, a half mark on a scale 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

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<sup>5</sup> Also, the abbreviation 'NV' can be noted in Osiris; this is an administrative abbreviation for 'not attended' ('niet verschenen').

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 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, in which case hundredths greater or equal to 0.05 are rounded up and hundredths smaller than 0.05 are rounded down;
  - A passing final grade for a course can only be earned when for all component examinations and practicals of that course at least a 5,0 is earned, and the average grade for all components is at least a 5,8.
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. If the grade that results in a pass at the other degree programme at this or another university is lower than 5.8 that result is converted to a 'V' (pass).
8. Final marks that are earned in another degree programme at a foreign university will be adopted as a 'V' (pass).<sup>6</sup> Additionally, the stipulations in article 31 apply.
9. The provisions of sub-section 7 also apply to courses provided by another university that are administered under a Delft course code.
10. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.
11. Homework assignments in the first year of the BSc programmes are, in principle, not summatively assessed. Depending on the study programme, one or several options of (formative) assessment are open.<sup>7</sup>
12. Practical assignments without supervision in the first year of the BSc may be summatively graded, but grades for these kinds of assignments should not, in principle, count for more than 20 percent of the total grade of the course.

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

1. Article 19 TER BSc and TER MSc determines the manner in which the results of an examination will be published.
2. The examiner will send the results of examinations 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 course overview contained in the digital study guide.

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

1. The official date of an examination will be the date on which the written or oral examination 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 two years 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 connection with the re-accreditation of the degree programme, in contravention to subsection 1, successfully completed Master's theses and the related evaluation forms must be retained for at least seven years.

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<sup>6</sup> This does not apply to (final) grades earned in the context of Joined Education Programmes (Cloud Computing and Services, Computer Simulation for Science and Engineering, Digital Media Technology, European Wind Energy Master en Microelectronics (Fudan University/Tsinghua University) where foreign universities are involved in the education. (Final) grades earned in the context of Joined Education Programmes will be converted to Dutch denominations, on the basis of established conversion tables.

<sup>7</sup> For Electrical Engineering in the first year of the BSc, examiners can apply a bonus rule (using  $C = T + R \times (10-T) / 100$ ). For the Applied Mathematics first year BSc only feedback (no grades) is provided. Computer Science & Engineering examiners in the first year can select between 1. no mandatory homework, 2. Only feedback (no grades), 3. a bonus rule (see EE BSc programme).

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 examinations 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 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 internships and projects**

### **Article 23 Internships**

If applicable, detailed rules regarding internships are formulated in the implementation regulations (IR) of the Teaching and Examination Regulations (TER) of the degree programme.

With regard to Sustainable Energy Technology (SET), additional rules regarding internships are stated on BrightSpace (see course SET3822 Industrial Internship).

### **Article 24 Projects**

Within projects the students can be assessed as a group but they can also be assessed individually. For further rules governing projects, please refer to the relevant course descriptions in the digital study guide.

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

1. The official date of the completion of the internship will be the date on which the final report is submitted.
2. The official date of the completion of a project will be the date on which the final report or project is submitted or the date on which the oral final presentation is given. In case both are obliged, the date the last requirement has been met applies.

## **Further rules governing thesis projects**

### **Article 26 The thesis project**

#### **Bachelor's thesis project**

The Thesis Committee will assess the Master's Thesis based on the quality of the work, the individual performance during the project, quality of the thesis report and the oral presentation and defence.

#### **Master's thesis project**

The Thesis Committee will assess the Master's Thesis based on the quality of the work, the performance during the project, quality of the thesis report and the oral presentation and defence.

### **Article 27 Composition of the assessment committee**

#### **Bachelor's thesis project**

A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Bachelor's Thesis Project. This committee will consist of at least two members of the academic staff (including tenure trackers, lecturers, assistant/associate/full professors) of whom at least one is appointed as an examiner. The supervisor responsible and a member of academic staff with a different area of expertise than the supervisor responsible are part of the committee.

## **Master's thesis project**

1. A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of Master's Thesis Project. This committee will consist of a core of three members:
  - 1) the chair (a full professor or associate professor of the faculty),
  - 2) a full professor, associate or assistant professor of the faculty,
  - 3) a full professor, associate or assistant professor or an external expert.<sup>8</sup>One of the core members must be from a different field and is a full professor, associate or assistant professor of an university. There may be additional members from the ranks of researchers, PhD students and internal and external experts. The core members, appointed by the Board of Examiners, determine the thesis grade.  
If the Master's Thesis Project was performed in a collaborating research group of a different faculty, then the chair or the second core member can also be from this research group.
2. The Board of Examiners appoints the thesis committee on recommendation of the full or associate professor responsible for graduation at least three months before the planned graduation.

## **Article 28 Working method of the assessment committee**

### **Bachelor's thesis project**

There are no additional rules.

### **Master's thesis project**

In case of an excellent student (student nominated for a 10) the chair of the thesis committee will consult the chair of the (sub)committee of the Board of Examiners at least 5 working days before the defence is due. In this case the chair of the (sub)committee of the Board of Examiners can add an extra member to the thesis committee.

## **Article 29 Official date of the thesis project**

The official date of completion of the Bachelor's Thesis Project will be the date on which the oral final presentation is given.

## **Curriculum components completed elsewhere**

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

1. 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 (for SET: 60).

### **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 in so far 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. In the event that the student has completed approved components at a foreign university, the student is additionally responsible for ensuring that an assessment table of this foreign university is provided, and handed in at the Board of Examiners of the degree programme for which the student is registered.
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the scope in credits, as well as to determine whether the result can be qualified as a 'V' (pass), according to the assessment table provided by the foreign university

## **Pass/fail rules**

### **Article 32 Pass/fail rules governing degree audits**

#### **Bachelor's degree audit**

1. The student will have passed the Bachelor's degree audit if the following requirements have been met:
  - a. a result has been earned for all courses: a mark, a pass (V) or an exemption (VR);

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<sup>8</sup> The MSc SET differs with respect to the inclusion of an external expert: this is not allowed for the SET assessment committees.

- c. 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.

#### **Master's degree audit**

The student meets the requirements for the degree audit once the following have been met:

1.
  - a. a result has been earned for all courses: 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 Pass/fail rules governing the Honours Programme and other annotations**

#### **Honours Programme Bachelor**

The student meets the requirements for the Honours Programme Bachelor<sup>9</sup> once the following have been met:

- a. A pass mark has been achieved for all subjects in the Honours Programme Bachelor.
- b. The duration of study for the Bachelor's degree programme and the Honours Programme Bachelor together is a maximum of three years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account. In exceptional circumstances, the Board of Examiners can deviate from this time period.

#### **Honours Programme Master**

The student meets the requirements for the Honours Programme Master once the following have been met:

- c. A pass mark has been achieved for all subjects in the Honours Programme Master.
- d. The duration of study for the Master's degree programme and the Honours Programme Master together is a maximum of two years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account. In exceptional circumstances, the Board of Examiners can deviate from this time period.

#### **Honours Programme Master SET**

The student meets the requirements for the Honours Programme Master SET once the following have been met:

- a. A pass mark has been achieved for all subjects in the Honours Programme Master.
- b. The weighted average of the results of the courses of the master programme, not including the subjects of the Honours Programme, is at least 7,5.
- c. The duration of study for the Master's degree programme and the Honours Programme Master is a maximum of two years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account. In exceptional circumstances, the Board of Examiners can deviate from this time period.

#### **Pass/fail rules governing annotations**

The student has passed an annotation<sup>10</sup> as set out in Article 11B of the TER MSc<sup>11</sup> if he/she has achieved a pass mark for all subjects.

### **Conferring the designation 'with distinction'**

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<sup>9</sup> The BSc Technische Wiskunde has a 'excellence track'. In this programme the student has to earn an additional 12 EC a year. Furthermore, the rules that apply to the honours programme mentioned apply. Students that complete the excellence track also receive a Delft Honours certificate.

<sup>10</sup> Annotations are: TiSD, Entrepreneurship, Nuclear Science & Technology, Casimir and Education. The later four annotations are only relevant for the SET MSc.

<sup>11</sup> See the relevant articles in TER MSc EEMCS and TER SET.

## **Article 33 The designation 'with distinction'**

### **Bachelor's degree audits**

1. A student can receive the designation 'with distinction' for the Bachelor's degree audit if the Board of Examiners decides to grant this distinction and the following minimum requirements have been met:
  - a. the weighted average of the results of the courses in the Bachelor's degree programme, not including the Bachelor's Thesis Project, is, not rounded up, at least 8.0 (including the first year); passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits for second- and third-year courses for which a pass (v) has been earned or for which an exemption (VR) has been granted may not exceed 40 credits; foreign courses taken as part of the (free) elective space of the degree program, for which a pass (V) was earned, will be excluded from this general rule.
  - c. the result for the Bachelor's Thesis Project is at least 8;
  - d. the adjusted duration of the Bachelor's degree programme of the person concerned shall not exceed 3 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component, in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.
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 otherwise shown exceptional skills in the degree programme.

### **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 average of the results of the courses not including the Master's Thesis Project is, not rounded up, 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 20 credits in total. foreign courses taken as part of the (free) elective space of the degree programme, for which a pass (V) was earned, will be excluded from this general rule.
  - c. The result for the Master's Thesis Project is at least 9.0;
  - d. The adjusted duration of the Master of the person concerned shall not exceed 2 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.
  - e. The study duration of a double master degree programme shall not exceed 3 years, calculated from the moment of the student's enrolment on the programme until his or her taking the final examination component; in which any study delay acknowledged as part of the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations is taken into account.
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, supplement**

1. A certificate shall be awarded by or on behalf of the Board of Examiners as proof that a degree audit has been successfully completed.
2. The certificate shall be signed by the Chairman of the related sub-committee or, in his or her absence by another member of the sub-committee on behalf of the Board of Examiners.
3. When the certificate is awarded, a transcript of the results obtained will be issued. When the certificate for the Bachelor's degree audit and the Master's degree audit are awarded, a supplement will be issued in English at least including details of the results achieved.
4. A student can request the sub Board of Examiners of the Science Education and Communication (SEC) MSC programme to issue a teacher qualification if the following condition has been met:
  - The student has successfully completed the Education specialisation (verdiepingsdeel) in his or her examination programme (with an exemption, a mark or a pass (v) for all subjects).The SEC (sub)Board of Examiners will grant the qualification by mentioning it on the degree certificate mentioned in paragraph 1. This *eerstegraads onderwijsbevoegdheid* qualifies the student in question as a teacher of preparatory higher education (Voorbereidend Hoger Onderwijs, VHO), in accordance with the Education Professions Act.

5. A student may submit a request to the Board of Examiners of the Science Education and Communication (SEC) Master's programme to grant a limited secondary school teaching qualification. Provided the student has completed the BSc programme, the SEC Board of Examiners will grant the request if the student meets the following conditions:

- the student has completed the Educatieve Module (30 credits) with no failing marks, and
- the student is entitled to the certification in accordance with the "verwantschapstabel educatieve minor chart".

If the SEC Board of Examiners grants this qualification, it will be mentioned on the degree certificate mentioned in paragraph 1. With a limited secondary school teaching qualification the student will be qualified to teach in the first three years at havo/vwo schools and the theoretical learning track at vmbo schools.

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

1. A student who has successfully taken one or more examinations 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 September 1, 2019.

Adopted by the Board of Examiners Electrical Engineering, Mathematics and Computer Science on August 26, 2019.