

# **TEACHING AND EXAMINATION REGULATIONS**

**(see Article 7.13 of the Higher Education  
and Research Act)**

**BACHELOR'S DEGREE PROGRAMME  
AEROSPACE ENGINEERING**

**DELFT UNIVERSITY OF TECHNOLOGY**

**2016-2017**

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## Section 1 - General

### Article 1 – Scope of applicability

1. These regulations apply to the teaching and the interim examinations related to the Bachelor's degree programme in Aerospace Engineering, hereafter to be referred to as the programme.
2. The teaching and organisation of the programme is the responsibility of the Faculty of Aerospace Engineering at Delft University of Technology, hereafter to be referred to as the faculty.
3. The programme is governed by Implementation Regulations (this comprises the study programmes and course descriptions in the digital study guide), which constitute part of these Teaching and Examination Regulations.

### Article 2 – Definitions of terms used

The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Scientific Research Act, insofar as they are defined in that Act.

The following terms are to be defined as follows:

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|----------------------|--|
| a. the Act:          | the Higher Education and Scientific Research Act (in Dutch, the WHW), in the Dutch Bulletin of Acts, Orders and Decrees, number 593 and as amended since;  |
| b. the programme:    | the Bachelor's degree programme as denoted in Article 7.3a paragraph 1, paragraph b of the Act;  |
| c. student:          | anyone enrolled at Delft University of Technology as a student or extraneous student for the purpose of benefiting from education and/or for the purpose of sitting the examinations and undergoing the degree audit which form part of the programme; |
| d. cohort:           | the group of students who have registered for a degree programme for the first time in a given academic year;  |
| e. first year:       | the first two semesters of the programme with a study load of 60 credits, as stated in Article 7.8 subsection 8 of the Act;  |
| f. Bachelor's phase: | The first, second and third years of the undergraduate (BSc) programme;  |
| g. teaching period:  | half a semester;   |
| h. subject:          | a teaching unit within the programme as intended in Article 7.3, subsection 2 and 3 of the Act; a subject can consist of a number of components  |
| i. practical:        | a practical exercise as intended in Article 7.13, subsection 2, paragraph d of the Act, taking one of the following forms: <ul style="list-style-type: none"><li>• writing a thesis;</li><li>• conducting a project or experimental design;</li></ul>  |

- completing a design or research assignment;
  - completing a project
  - conducting a literature review;
  - completing an internship;
  - participating in fieldwork or an excursion;
  - conducting tests and experiments;
  - participating in other educational activities aimed at enabling participants to attain certain skills.
- j. interim examination: an assessment of the knowledge, insight and skills of a student in relation to a component within a subject, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;
- k. degree audit: an assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all interim examinations in the various courses that constitute the Bachelor's phase has been successfully completed;
- l. Board of Examiners: the programme's Board of Examiners, which has been installed in accordance with Article 7.12a of the Act;
- m. examiner: the individual who, in line with Article 7.12, subsection 3 of the Act, has been appointed to set the examinations;
- n. Implementation Regulations: the Implementation Regulations which form part of these Teaching and Examination Regulations; The Implementation Regulations comprise the course descriptions and study programmes as laid down in the current study guide;
- o. credit: a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours;
- p. working day: Monday to Friday with the exception of recognised national public holidays;
- q. the university: Delft University of Technology;
- r. Blackboard: the electronic system designed for the exchanging of course information;
- s. Osiris: the electronic education register system
- t. disability: all conditions which are (at least for the specified period) chronic or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting interim examinations or taking part in practicals;
- u. minor: a cohesive collection of Bachelor's courses amounting to 30 ECTS. These courses must be compatible with the generic achievement levels of the Bachelor's degree programme. Characteristic: the student has freedom of choice regarding minors; the minor has to be approved by the Board of Examiners

- v. major: the courses of a Bachelor's degree programme amounting to 150 ECTS, which must comply with both the domain-specific and generic achievement levels. Characteristic: the content of the major programme is set largely or completely by the degree programme.
- w. first-year recommendation: the first-year phase recommendation as referred to in Article 7.8b paragraph 1 of the Act, which is given to each student by the end of his first year of registration at the latest
- x. binding recommendation on continuation of studies: order of exclusion from further studies associated with the first-year recommendation as referred to in Article 7.8 paragraph 3, first sentence; this order may not be given to a student until near the end of his first year of registration
- y. academic year: the period from 1 September to 31 August of the following calendar year
- z. bridging programme: a deficiency programme aimed at moving up to a Master's degree programme, while enrolled in a Bachelor's degree programme, but without obtaining a Bachelor's degree
- z1. programme duration: the duration starting from the enrolment of the student till the last examination

### **Article 3 – The programme objective**

The programme aims:

- a. to educate students to become a Bachelor of Science in Aerospace Engineering, whereby the final attainment levels described in Article 4 must be achieved.
- b. to enable students to gain admission to the subsequent Master's degree programme, in this case the Master's programme in Aerospace Engineering.

### **Article 4 – The programme's final attainment levels<sup>1</sup>**

1. The BSc graduate has a consolidated body of knowledge in the fields of basic and engineering sciences, and aerospace engineering sciences in particular, and has the competence to increase and develop this through study.
2. The BSc graduate has an understanding at an introductory level of the most important research issues in the aerospace related sciences, and is aware of the connections with other disciplines. He or she has the competence to acquire new scientific knowledge through research. For this purpose, research means: the development of new knowledge and new insights in a purposeful and methodical way.
3. Designing is a synthetic activity aimed at the realisation of new or modified artefacts or systems, with the intention of creating value in accordance with predefined requirements. The BSc graduate aerospace engineering is able to recognize, formulate and analyse engineering problems independently and to offer one or more acceptable solutions.

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<sup>1</sup> For the detailed BSc Final Qualifications see the separate document 'BSc Final Qualifications TU Delft Aerospace Engineering', April 2006.

4. The BSc graduate has a systematic approach characterised by the development and use of theories, models and coherent interpretations, has a critical attitude, and has insight into the science and technology in the aerospace domain.
5. The BSc graduate is competent in reasoning, reflecting, and forming a judgment. These are skills which are learned in the context of aerospace and which are generically applicable from then on.
6. The BSc graduate has the competence of being able to work with and for others. This requires not only adequate interaction, a sense of responsibility, and leadership, but also good communication with colleagues and non-colleagues. He or she is also able to follow a scientific or public debat.
7. The aerospace engineering sciences are not isolated and always have a temporal and societal context. Beliefs and methods have their origins; decisions have societal consequences in time. The BSc graduate is aware of this and therefore has knowledge and understanding of the context in which aerospace engineering and utilization is practiced by industry, institutes and organizations. He or she has the competence to integrate these insights into his or her work.

#### **Article 5 – Admission to the programme**

In order to obtain admission, the student must meet the general relevant criteria set by the executive board in the “Policy on fees and enrolment”, laid down as Appendix 1 of the Student Charter (main part), and clarified in Chapter 2 “Entrance and admission” of the mentioned Student Charter.

#### **Article 6 – Completion of bridging programme prior to admission to the degree programme**

1. A student who is enrolled in a Bachelor’s degree programme in order to follow a bridging programme with the aim of being admitted in a Master’s degree programme at TU Delft, must complete his bridging programme within two academic years.
2. In case a student fails to complete the bridging programme within the period specified in subsection 1 of this article, his enrolment is terminated. The student may request a twelve-month extension of enrolment based on a well-founded argumentation to be evaluated by the MSc coordinator, advised by the bridging programme responsible officer(s).
3. The Executive Board will set the fee to be charged, as denoted in Article 7.57i of the Act, for the enrolment as student in a bridging programme and for the extension thereof, as denoted in subsection 2 of this article.

#### **Article 7 – University entrance examination (*colloquium doctum*)**

1. Responsibility for conducting the entrance examination (also known as the colloquium doctum), stated in Article 7.29, paragraphs 2 and 3 of the Act, lies with the TU Delft University Entrance Examination Committee, which serves the interests of all the university’s programmes. This committee consists of two members: a lecturer from the Applied Mathematics degree programme and a lecturer from the Applied Physics degree programme.
2. Applicants aged 21 or over and who wish to take a university entrance examination must be in possession of a pre-university education certificate (VWO within the Dutch system) in mathematics and physics, in accordance with the requirements in this regard set by the Ministerial Order for Additional Educational Requirements in Higher Education (Regeling nadere vooropleidingseisen hoger onderwijs), or be in possession of a certificate of a refresher course or of a test taken at the university.

3. The TU Delft University Entrance Examination Committee will ascertain whether the candidate is in possession of the certificates stated in paragraph 2. If this is the case, the committee will hold an interview with the candidate to obtain more information regarding his or her application.

#### **Article 8 – Taking the programme on a full-time or part-time basis**

This programme is taught only on a full-time basis.

#### **Article 9 – Language**

1. Classes are taught and assessments and degree audits take place in English.
2. Should a student request permission to complete one or more parts of the examination or the degree audit in a language other than English, this will be subject to the stipulations of the Board of Examiners in this regard, as laid down in the Rules and Guidelines of the Board of Examiners.

### **Section 2 - Composition of the study programme and the degree audit**

#### **Article 10 – Composition of the study programme and the degree audit**

1. The composition of the study programme and the relevant transitional regulations are laid down in the Implementation Regulations. Detailed information on the composition of the study programme can be found in the BSc Study Guide of the current academic year.
2. The Bachelor's degree audit has a study load of 180 credits.
3. The Bachelor's degree audit is concluded with an integrative test or assignment, described in more detail in the Implementation Regulations. This test or assignment is designed to demonstrate whether the student has mastered and is capable of applying the knowledge and skills acquired during the Bachelor's programme.

### **Section 3 - Honours Programme**

#### **Article 11 – Honours Programme Bachelor**

1. A student who has met the criteria referred to in the Implementation Regulations will be invited to register for the TU Delft Honours Programme Bachelor, the study programme for outstanding Bachelor's students.
2. Based on the criteria referred to in the Implementation Regulations, a student will be selected and admitted to the Honours Programme Bachelor by the director of studies or a Honours Programme coordinator or Honours committee established by the director of studies.
3. The Honours Programme Bachelor programme comprises 20 credits.
  - a. At least 5 credits must be completed in the TU Delft-wide component of the Honours Programme Bachelor, which consists of the following parts:
    - a generic programme
    - social involvement
    - entrepreneurship
    - the development of specific competencies.

- b. A maximum of 15 credits may be completed in the faculty component of the Honours Programme Bachelor, the composition of which (including its content and options) is described in the Implementation Regulations.
4. Any student selected for participation in the Honours Programme Bachelor must submit his or her options for the faculty component for approval to the director of studies or the Honours Programme Bachelor committee.
5. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Bachelor have been met.
6. Any student who has successfully completed the Honours Programme Bachelor will be awarded a certificate signed by the chair of the Board of Examiners and the Rector Magnificus.

## **Section 4 – Registering and withdrawing**

### **Article 12 - Registering for written examinations**

1. Registration to take part in a written examination is mandatory and is done by entering the required data into Osiris no later than 14 calendar days before the examination. The student will receive a confirmation: an examination ticket by email.
2. A student may submit a request to register for an examination after the deadline mentioned in subsection 1 has passed but no later 3 calendar days before the examination in question, in Osiris. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place. The student will receive a confirmation: an examination ticket by email.
3. In the case of circumstances beyond a student's control, whereby the student is unable to register for the examination, the Board of Examiners can still permit the student to participate in the examination.
4. The following applies with regard to entering the examination room:
  - a. only a student with valid proof of identity will be admitted to the examination. The following will be accepted as proof of identity: campus card, passport, identity card or driving licence.
  - b. a student will only be admitted to the examination with a valid personal examination ticket and/or if they are on the list of participants.
5. A student who has not registered for the examination and is therefore not included on the list of participants, may report to the invigilator on the day of the examination from 15 minutes before until the start of the examination. In so far that there are seats available, he will be admitted to the examination room half an hour after the start of the examination in the order they reported to the invigilator. The lack of half an hour examination time cannot be compensated. A student who has thus gained access to the exam will be added to the list of participants. The student takes the exam subject to the reservation that it will be investigated whether he/she is entitled to participate in the examination.
6. In case the investigation leads to the conclusion that the student was not entitled to participate in the examination, the examination work is invalid, will not be evaluated and does not lead to a result.
7. The student can submit a substantiated request to the Board of Examiners to have examination work that is considered invalid to be declared valid and to have it evaluated.

8. The Board of Examiners will only agree to the request to grade the exam in exceptional circumstances.

### **Article 13 - 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 or in the Implementation Regulations of the TER 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. A student who does not register for a practical on time can not participate in that practical. In exceptional circumstances the Board of Examiners may allow the student to participate in the practical.
4. If a student participates in a practical for which the student was not properly registered, the results of the practical will be declared invalid.
5. In exceptional cases, the Board can decide otherwise.

### **Article 14 - Withdrawal or absence**

1. A student should withdraw from an examination via the examination registration system up to 3 calendar days before the examination takes place.
2. Any student who has withdrawn from an examination has to re-register on a subsequent occasion, in accordance with the provisions of Article 12.

## **Section 5 - Interim examinations**

### **Article 15 – Number, times and frequency of interim examinations**

1. For all courses, there are two opportunities in each academic year for written interim examinations:
  - the second opportunity is, in general, at the end of the next teaching period, or for period 4 courses and third year major courses during the summer resit period.
2. The frequency of interim examinations is laid down in the Implementation Regulations. A timetable of all the opportunities for sitting written interim examinations is drawn up and distributed each semester.
3. If there is no indication as to the number of times a particular interim examination can be taken in any one academic year because it relates to a subject not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply. The Board of Examiners reserves the right to take decisions that deviate from the norm regarding this matter.
4. Notwithstanding the provisions of paragraph 1, there will be at least one chance in a year to sit interim examinations relating to subjects not taught in a given academic year. This applies to courses which are offered once in every two years.
5. In exceptional cases, the Board of Examiners may permit a deviation from the standard number of times that certain interim examinations can be taken.

#### **Article 16 – Sequence of interim examinations**

1. The sequence in which a student is required to take interim examinations and participate in practicals is laid down in the Implementation Regulations.
2. Entrance requirements have been set with regard to some of the course units (practicals, interim examinations and projects), which have been set out in the Implementation Regulations. If the student has not been admitted, no valid result for that course unit can be obtained.

#### **Article 17 – Validity of interim examinations**

All results obtained after September 1, 2014, will be valid for a maximum of 6 years. The result of an examination obtained before September 1, 2014, is valid for an unlimited period. However, in cases where the interim examination result dates from over six years ago, the Board of Examiners may impose an additional or substitute interim examination.

#### **Article 18 – The form of interim examination and method of assessment**

1. Interim Examinations are set as described in the Implementation Regulations or the study guide.
2. The Board of Examiners may deviate from the provisions of paragraph 1, in favour of the student.

#### **Article 19 – Oral examinations**

1. Only one student at a time will take an oral examination, unless the examiner in question specifies otherwise.
2. Oral examinations will be held in public, unless determined otherwise by the Board of Examiners in a special case or unless the student or lecturer has formally objected to the public nature of the examination. Public means that the student or the examiner can invite a third person to the exam, to guarantee the objectivity of the exam.
3. Prior to an oral examination, the examiner must ask the student to provide proof of identity.

#### **Article 20 – Determining and announcing the results**

1. The examiner is required to determine the result of an oral examination as soon as it is finished and to supply the student with a written statement of the result.
2. In the case of written interim examinations, the examiner is required to determine the result as soon as possible after the interim examination but within 15 working days at most. The examiner forwards the necessary details to the student administration. Taking due account of the student's right to privacy, the student administration then ensures that the results are registered and communicated within 20 working days of the interim examination date. Notwithstanding the foregoing, the results of written interim examinations that took place during the resit period in August have to be determined, registered and communicated at least on the last working day of the week following the resit week. It is the responsibility of the examiner that the student administration will have at least one working day for registration and publication of the results. If the examiner is not able to meet these requirements due to exceptional circumstances, he or she must inform the Board of Examiners, stating the reasons for the delay. The student administration will then pass this information on to the student.

3. Regarding any interim examinations that are not taken orally or in writing, the Board of Examiners will determine beforehand precisely how and within what period of time the student will be notified of the results.
4. When receiving the result of an interim examination, the student will be made aware of his or her right to inspect the results as referred to in Article 21, as well as the opportunity to lodge an appeal with the Examination Appeals Board.
5. Interim examination results will be dated on the date on which the interim examination was conducted.
6. The examiner shall determine the result of a practical or project as soon as possible, but the results will be made public no later than at the last day of the period (including the interim examinations) following the period in which the practical took place. For practicals or projects in the fourth period the results will be made public no later than at the last day of the interim examination period in August.
7. Results for exercises or practicals will be dated on the day 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. Results for projects will be dated on the final lecture date on which the project ends.
8. Examiners may set deadlines for delivery of reports, depending on the practical.
9. If a grade for a practical or project is a fail grade, the lecturer decides whether or not the report can be amended and a pass grade can be obtained. If so, the student and lecturer determine a reasonable term for adding to and correcting the paper. The length of this term will not exceed one teaching period.

#### **Article 21 – The right to inspect the results**

1. For a period of at least 20 working days after notification of the results of any written interim examination, the student has the right to inspect his or her marked work, on request. If a student intends to lodge an appeal regarding the marking of his or her work, he or she will be supplied with a copy of the student answers.
2. During the period referred to in paragraph 1, any student who sat the exam may acquaint himself with the questions and assignments set in the interim examination, as well as with the criteria used for marking.
3. The Board of Examiners may determine that the right to inspection or perusal referred to in paragraphs 1 and 2 will take place at a location specified beforehand. If the student can prove that he/she is or was unable to be present at the location at the set time due to circumstances beyond his or her control, then another opportunity will be provided, if possible within the period stated in paragraph 1. The location and time mentioned in the first sentence will be announced well in advance.

#### **Article 22 – Discussing the interim examination results**

1. As soon as possible after the results of an oral examination have been announced, an opportunity can be arranged for the examiner to discuss the results with the student, either at the student's request or at the instigation of the examiner. At this meeting, the reasons behind the marks awarded will be explained.

2. For a period of 20 working days after the results have been announced, a student who has taken a written interim examination may submit a request to discuss the results with the relevant examiner. The discussion will take place within a reasonable time span and at a place and time determined by the examiner.
3. In cases where a collective discussion is organised by or on the instructions of the Board of Examiners, a student may only submit a request, as described in the preceding paragraph, if he/she was present at the collective discussion and if he/she provides a good reason for the request or if, due to circumstances beyond his/her control, he/she was unable to attend the collective discussion.
4. The provisions of paragraph 3 are similarly applicable if either the Board of Examiners or the examiner first gives the student the opportunity to compare his/her answers with model answers.
5. The Board of Examiners may permit departures from the provisions of paragraphs 2 and 3.

## **Section 6 - Studying with a disability**

### **Article 23 – Adaptations to help students with a disability**

1. A student who has a physical or sensory disability is entitled to adaptations in teaching, interim examinations and practicals, on written request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a subject or an examination programme. The facilities provided to this end may involve adapting the form or duration of interim examinations and/or practicals to the student's individual situation or making practical aids available. Examples of adaptations can be found in the appendix A.
2. The request referred to in paragraph 1 should be accompanied by a recent medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognised dyslexia-testing bureau (i.e. registered with BIG, NIP, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
3. Requests for the adaptation of teaching facilities will be decided upon by the Dean or by the Programme Director acting on the Dean's behalf. The Board of Examiners will decide on requests for adaptations to interim examinations.

## **Section 7 - Exemptions**

### **Article 24 – Exemption from interim examinations, degree audits or practicals**

1. After having been advised by the relevant examiner, the Board of Examiners may decide to exempt a student from an interim examination or practical on the grounds of:
  - a. an interim examination, degree audit or practical successfully completed within the Dutch higher education system or elsewhere which, as regards content and study load, corresponds with the interim examination, degree audit or practical for which exemption is sought, or;
  - b. knowledge and/or skills acquired outside the higher education system.
2. No exemption will be granted for the Design Synthesis Exercise.

## **Section 8 - Degree audit**

### **Article 25 – The times and frequency of the degree audit**

Each month, except for the month of July, there is an opportunity to take the Bachelor's degree audit. The dates set by the Board of Examiners are published before the start of the academic year.

## **Section 9 - Student counselling and binding recommendation on continuation of studies**

### **Article 26 – First-year recommendation**

1. By the end of the first year of study at the latest, every student will be issued with a recommendation by the dean with regard to the continuation of his or her studies within or outside the degree programme.
2. The Dean is responsible for providing study supervision to students registered for the degree programme, partly for their orientation towards potential study options within and outside the degree programme. He or she will also ensure that effective support and supervision is provided to students in making choices related to their studies. He or she will issue every student enrolled for the first time in the first study year of the degree programme with the following:
  - A preliminary recommendation (which also serves as a warning) in March
  - a proposed final binding recommendation on continuation of studies at the beginning of August,
  - a final binding recommendation on continuation of studies no later than 31 August.

### **Article 27 - Binding recommendation on the continuation of studies (BSA)**

1. A student who has secured less than 45 credits by the end of the first year of study (date of final results 31 August) will be issued with a negative binding recommendation on the continuation of studies. This student's enrolment will be terminated with effect from the first of the month following the date of the decision in which the recommendation was included, but no earlier than 1 September in the year following the first year of study.
2. A student who has been granted in the first year more than 15 credits worth of exemptions which do not count towards the 45 credits according to subsection 6, must have completed the entire first year of the programme
3. For programmes offered jointly with another institution, the required standard will be determined in consultation with the institution in question.
4. Exclusion from the programme will apply for four academic years after the year in which the recommendation was issued.
5. The 45 credits originate from the first year of the programme in which the student is enrolled. Only credits for complete subjects count towards the standard of 45 credits. Thus, if one component of a subject is passed, but the other component is not, and there is no weighted average 5.75 or higher, the credits of the component which is passed are not counted for the Binding Recommendation on the continuation of studies (BSA).
6. If the student has been granted exemptions, these may be counted towards the required standard of 45 credits if the activity on the basis of which the exemption was awarded took place in the

same academic year as the year for which the binding recommendation on the continuation of studies was issued. The exemptions may not be counted if the activity on the basis of which the exemption was awarded took place prior to the academic year for which the binding recommendation on the continuation of studies was issued.

7. If the dean judges that the student was unable to achieve the required standard of 45 credits as a result of personal circumstances, he or she will permit said student to achieve the standard of 45 credits from the first year of the programme for which the student was enrolled in the following academic year, but any credits secured in the first year of study will not count towards this, or complete the whole first academic year.
8. If the dean judges that the student was unable to achieve the required standard of 45 credits partly as a result of having enrolled after 1 October, he or she will permit said student to achieve the standard of 45 credits from the first year programme for which the student was enrolled in the following academic year, but any study credits secured in the first year of study will not count towards this, or complete the first year programme.
9. Students who started their studies in September 2014 but de-registered before February 2015 did not receive a negative BSA but are allowed to register for 2014-2015. These students have to obtain 45 EC on top of the EC obtained in 2014-2015, or complete their first year. Only complete modules count towards the 45 EC. If a component of the module is passed in the previous year, and the module will be completed in the current academic year, this module will count for the BSA.

#### **Article 28 – Study progress checks**

The student administration is responsible for ensuring that each student is able to see and check his/her own results via Osiris.

### **Section 10 - Contravention, changes and implementation**

#### **Article 29 – Contravening the regulations**

If the study guide and/or any other regulations relating to the study programme and/or the examination programme prove to contravene these Teaching and Examination Regulations and the accompanying Implementation Regulations, precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the Implementation Regulations.

#### **Article 30 – Changes to the regulations**

1. Any changes made to these regulations will be made by special resolution of the Dean.
2. No changes made will affect the current academic year unless it is reasonable to suppose that the interests of a student will not be adversely affected.
3. None of the changes may, to the detriment of the student, influence any decisions concerning a student that are made on the basis of these regulations.

#### **Article 31 – Transitional regulations**

1. If the composition of the study programme undergoes intrinsic changes or if these regulations are amended, the Dean will draw up transitional regulations that will be incorporated into the Implementation Regulations.

2. Such transitional regulations are required to include:
  - a. a provision concerning the exemptions that can be given on the basis of the interim examinations already passed;
  - b. a provision specifying the period of validity of the transitional regulations.
  
3. If a subject is removed from the study programme, four opportunities to sit an interim examination in this subject will be granted after the last classes have been taught: a regular interim examination following the class, a resit in the same academic year, and two resits in the subsequent academic year.

**Article 32 – Publication of the regulations**

1. The Dean is responsible for finding a suitable way of publishing these regulations and the relevant Implementation Regulations, as well as any changes to the regulations.
  
2. The Teaching and Examination Regulations, together with the accompanying Implementation Regulations, will always be published on the programme's website.

**Article 33 – Effective date**

These Regulations will go into effect on 1 September 2016.

**Drawn up by the Dean of the Faculty on 31 August 2016**

## **Appendix A: Article 23**

### **Adjustments to the assessment procedure, including examinations and other forms of assessment, may concern the following matters, among others:**

- the course material (making available course material that is more easily accessible, for example);
- the form of assessment (e.g. replacing a written examination by an oral one, or vice versa, testing knowledge of the studied material by way of interim examinations, or granting an exemption from attendance);
- time-related matters (such as granting more time during examinations, spreading out examinations over the examination period, granting exemptions from admission requirements, or extending the period within which a component must be completed);
- the resources that candidates are allowed to use during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
- the location (taking examinations in a separate distraction-free room).

### **Adjustments to the educational facilities may concern the following matters, among others:**

- making modified furniture available in the classrooms and examination rooms;
- making special equipment available (such as magnifying or Braille equipment for blind or partially sighted students, or audio induction loops and solo equipment for students who are deaf or hard of hearing);
- making more easily accessible course material available;
- making special computer facilities available (such as voice recognition or speech synthesis software);
- making a separate distraction-free room available for a student to take an examination;
- making a quiet room available.