

# **TEACHING AND EXAMINATION REGULATIONS**

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

**MASTER'S DEGREE PROGRAMME  
AEROSPACE ENGINEERING**

**DELFT UNIVERSITY OF TECHNOLOGY**

**2015-2016**

## Table of Contents

Article 1 - Scope of applicability .....	3
Article 2 - Definitions of terms used .....	3
Article 3 - The programme objective .....	4
Article 4 - The programme's final attainment levels .....	4
Article 5 - Admission to the programme .....	5
Article 6 - Completion of bridging programme prior to the degree programme .....	6
Article 7 - Not applicable .....	6
Article 8 - Taking the programme on a full-time or part-time basis .....	6
Article 9 - Language .....	6
<b>Section 2 - Composition of the study programme and the degree audit .....</b>	<b>6</b>
Article 10 - Composition of the study programme and the degree audit .....	6
<b>Section 3 – Honours Programme.....</b>	<b>6</b>
Article 11 - Honours Programme Master .....	6
<b>Section 4 – Registering and withdrawing .....</b>	<b>7</b>
Article 12 - Registering for written examinations .....	7
Article 13 - Registering for practicals .....	8
Article 14 - Withdrawal or absence .....	8
<b>Section 5 – Interim Examinations .....</b>	<b>8</b>
Article 15 - Number, times and frequency of interim examinations .....	8
Article 16 - Sequence of interim examinations .....	8
Article 17 - Validity of interim examinations .....	9
Article 18 - The form of interim examination and method of assessment .....	9
Article 19 - Oral examinations .....	9
Article 20 - Determining and announcing the results .....	9
Article 21 - The right to inspect the results .....	10
Article 22 - Discussing the examination results .....	10
<b>Section 6 - Studying with a disability .....</b>	<b>10</b>
Article 23 - Adaptations to help students with a disability .....	10
<b>Section 7 - Exemptions.....</b>	<b>11</b>
Article 24 - Exemption from interim examinations or practicals .....	11
<b>Section 8 - Degree audit.....</b>	<b>11</b>
Article 25 – The times and frequency of the degree audit .....	11
<b>Section 9 - Study progress checks .....</b>	<b>11</b>
Article 26 - n.a .....	11
Article 27 - n.a. ....	11
Article 28 - Study progress checks .....	11
<b>Section 10 - Contravention, changes and implementation .....</b>	<b>12</b>
Article 29 - Contravening the regulations .....	12
Article 30 - Changes to the regulations .....	12
Article 31 - Transitional regulations .....	12
Article 32 - Publication of the regulations .....	12
Article 33 - Effective date .....	12
Appendix A: Article 23 .....	13

## Section 1 - General

### Article 1 - Scope of applicability

1. These regulations apply to the teaching and the examinations related to the Master'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 thus:

- 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 Master's degree programme as denoted in Article 7.3a subsection 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. teaching period: half a semester;
- f. 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
- g. practical: a practical exercise as intended in Article 7.13, subsection 2, paragraph d of the Act, taking one of the following forms:
  - writing a thesis;
  - conducting a project or experimental design;
  - 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.
- h. 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;

i. 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 subjects that constitute the programme have been successfully completed;
j. Board of Examiners:	the programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act;
k. examiner:	the individual who, in line with Article 7.12, paragraph 3 of the Act, has been appointed to set the examinations;
l. 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;
m. credit:	a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours;
n. working day:	Monday to Friday with the exception of recognised national public holidays;
o. study guide:	a digital guide to the programme containing specific information pertaining to the various subjects;
p. university:	Delft University of Technology;
q. Blackboard:	the electronic system designed for the exchanging of teaching information;
r. Osiris	the electronic education register system
s. 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 examinations or taking part in practicals.

### **Article 3 - The programme objective**

The programme aims to educate students to become a Master of Science in Aerospace Engineering, whereby the final attainment levels described in Article 4 must be achieved.

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

1. The MSc graduate is familiar with existing scientific knowledge, and has the competence to increase and develop this through study.
2. The MSc graduate 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. The MSc graduate is familiar with the principles of design. Designing is a synthetic activity aimed at the realization of new or modified artefacts or systems with the intention of creating value in accordance with predefined requirements and desires (e.g. mobility, health).
4. The MSc graduate has a systematic approach characterized by the development and use of theories, models and coherent interpretations, has a critical attitude, and has insight into the nature of science and technology.

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

5. The MSc graduate is competent in reasoning, reflecting, and forming a judgment. These are skills which are learned or sharpened in the context of a discipline, and which are generically applicable from then on.
6. The MSc 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 participate in a scientific or public debate.
7. Science and technology are not isolated, and always have a temporal and social context. Beliefs and methods have their origins; decisions have social consequences in time. A university graduate is aware of this, and has the competence to integrate these insights into his or her scientific work.

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

- 1a. All students possessing a certificate proving that they have successfully completed their Bachelor of Science studies in Aerospace Engineering (TU Delft), Mechanical Engineering, Marine Technology, Electrical Engineering, Civil Engineering or Applied Physics of one of the three technical universities in the Netherlands or Physics, Astronomy or Advanced Technology of a Dutch (academic) University will be admitted to the programme. For EWEM there is a special selection for admission.
- 1b. All students possessing a certificate proving that they have successfully completed the bridging programme (schakelprogramma) in Aerospace Engineering will be admitted to the programme.
- 1c. Students who have a Bachelor of Engineering degree in Aeronautics from Hogeschool INHOLLAND or the Aviation Programme from Hogeschool Amsterdam and who have successfully finished the bridging programme in Aerospace Engineering as a minor will be admitted to the programme (see regulations for the Bridging programme).
- 1d. Students who have a completed degree in Military Systems and Technology of the Netherlands Defence Academy (Nederlandse Defensie Academie NLDA), with profile Military Platform Systems specialisation Aviation Technology, profile Sensor Weapons Systems specialisation Weapons, or profile Operations Research (if module Aeronautical Engineering has been completed successfully) can be admitted to the programme.
2. Students who do not possess one of the degrees mentioned in paragraph 1 are required to obtain proof of admission to the programme from the Dean, who will seek the advice of the Board of Examiners on this matter.
3. In order to obtain proof of admission, the student must meet or, as the case may be, possess:
  - a. the general relevant criteria set by the Executive Board in the "Policy on fees and enrolment", laid down in Appendix 1 of the Student Charter (central part), and clarified in Part 1.2, "Entrance and admission" of the mentioned Student Charter
  - b. a certificate, together with the accompanying list of marks, proving that he/she possesses knowledge of a sufficiently high level and broad scope to successfully complete the programme within the allotted period.
4. Students possessing a relevant foreign BSc degree will only be admitted to the degree programme if they have a grade point average of at least 75% of the maximum grade point average, or higher based on specific requirements as defined for the country in which the student obtained his Bachelor of Science degree.

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

1. A student who is enrolled on a Bachelor's degree programme in order to follow a bridging programme prior to the degree programme must complete this bridging programme within one academic year. An extension of twelve months is possible.
2. In the case that the student fails to complete the bridging programme within the specified period, his enrolment will be cancelled as of the first day of the month following the month in which the student would have had to complete the bridging programme. The exclusion from the bridging programme and from the Bachelor's programme applies to the four academic years subsequent to the academic year in which the enrolment is cancelled.

#### **Article 7 - Not applicable**

#### **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. Teaching will be provided in the manner described in the study guide.
2. The Master's degree audit forms part of the programme. The programme has a total study load of 120 credits. When a student follows two Master's degree programmes at TU Delft at the same time, he must obtain at least 60 extra unique credits besides a complete Master's degree programme of 120 credits.
3. It is not permitted for any subject in the study programme to have been part of the Bachelor's degree programme on the basis of which the student was admitted to the programme. If a compulsory subject in the study programme was already completed in the aforementioned Bachelor's degree programme, the Board of examiners will designate an alternative subject in its place. If an elective subject in the study programme was already completed in the aforementioned Bachelor's degree programme the student will choose an alternative elective subject.

### **Section 3 – Honours Programme**

#### **Article 11 - Honours Programme Master**

1. A student who meets the criteria referred to in the Implementation Regulations will be invited to register for the TU Delft Honours Programme Master for outstanding Master's students.
2. Based on the criteria referred to in the Implementation Regulations, a student will be selected and admitted to the Honours Programme Master by the director of studies or an Honours coordinator of Honours committee established by the director of studies.

3. The Honours Programme Master will comprise 20 credits:
  - a. At least 5 credits must be completed in the TU Delft-wide component of the Honours Programme Master, which consists of the following parts:
    - the subject "Critical Reflection on Technology" WM0355HT
    - playing an active role within the Honours Programme Master community
  - b. A minimum of 15 credits may be completed in the faculty component of the Honours Programme Master, 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 Master must submit his or her options for the faculty component to the director of studies or the Honours coordinator of Honours committee for approval.
5. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Master have been met.
6. Any student who has successfully completed the Honours Programme Master within a period of 30 months will be awarded a certificate signed by the chair of the Board of Examiners and the Rector Magnificus. A student who registered for the HPM before September 1, 2014, has to complete the HPM within 36 months in order to receive a certificate.

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

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

1. Registration to take part in a written examination is done by entering the required data into the examination registration system no later than 14 calendar days before the examination.
2. A student may submit a request to register for an examination after the deadline mentioned in subsection 1 has passed but no later than 3 calendar days before the examination in question, at the central examination desk. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place.
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 upon entering the examination room:
  - a. only students 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.  
and
  - b. students will only be admitted to the examination with a valid examination ticket and/or if they are included in 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 he 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 to be invalid to be declared valid and to have it evaluated.

8. The Board of Examiners will only agree to the request 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 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 may 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 of Examiners 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 should 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 examinations:
  - the second opportunity is at the end of the next teaching period, or else 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 on and distributed before the start of the 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 Faculty of Aerospace Engineering, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply. The Board of Examiners reserves the right to make 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.
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**

The sequence in which a student is required to take interim examinations and participate in practicals is laid down in the Implementation Regulations.

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

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

### **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 paragraphs 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. 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 and as soon as possible inform the students.
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. Registration of the results of interim examinations and practicals will only take place if the student has registered for the examination concerned in the Examination Registration System in time (please refer to art. 10 of the Rules and Guidelines).
6. Interim Examination results will be dated on the date on which the interim examination was conducted.
7. 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.

8. 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.
9. Examiners may set deadlines for delivery of reports, depending on the practical.
10. 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 marked work at cost price if possible.
2. During the period referred to in paragraph 1, all students who sat the exam may acquaint themselves 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 times mentioned in the first sentence will be announced well in advance.

#### **Article 22 - Discussing the 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, students who have 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 paragraph 2 and 3.

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

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

1. Students who have a physical or sensory disability are entitled to adaptations in teaching, 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 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, NIB, 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 director of studies 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 or practicals**

1. After having been advised by the relevant examiner, the Board of Examiners may decide to exempt students 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 subject for which exemption is sought, or;
  - b. knowledge and/or skills acquired outside the higher education system.
2. Students seeking to receive credit for extra-curricular student projects in the MSc programme who seek to receive an exemption based on participation in extra-curricular student projects can only submit their request prior to the start of the project. The request should clearly state how the learning objectives of the course for which the exemption is requested are met. No exemptions will be granted for requests submitted after the start of the extra-curricular student project.
3. No exemption will be granted for the MSc graduation project.

## **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 Master's degree audit. The dates set by the Board of Examiners are published before the start of the academic year.

## **Section 9 - Study progress checks**

**Article 26 - n.a**

**Article 27 - n.a.**

**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 students 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 by the Board of Examiners 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, three 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 at least one resit in the subsequent academic year.

### **Article 32 - Publication of the regulations**

1. The Dean is responsible for finding a suitable way of publicising 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 2015

**Drawn up by the Dean of the Faculty on 31 August 2015.**

## **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.