

**BSc RULES AND GUIDELINES
OF THE BOARD OF EXAMINERS**

AEROSPACE ENGINEERING

DELFT UNIVERSITY OF TECHNOLOGY

2017-2018

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General

Article 1 Scope of applicability

These Rules and Guidelines govern the Aerospace Engineering Bachelor's degree programme of Delft University of Technology, referred to below as the 'Programme'.

Article 2 Definition of terms

The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*) and Article 2 of the Aerospace Engineering Bachelor's Programme Teaching and Examination Regulations, referred to below as the 'Bachelor's Programme Regulations', apply.

Article 3 The Board of Examiners' working method

1. In principle the Board of Examiners meets once a month, except in the months of July and August.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The meetings are not public.
5. If a student submits a request or complaint to the Board of Examiners that involves a member of said Board, then the member in question shall not be involved in the handling of the request or complaint and will temporarily withdraw from the meeting.
6. A report will be drawn up regarding the matters discussed at meetings.
7. Every year, before November 1, the Board of Examiners compiles a report of its activities in the previous academic year and sends this report to the Dean.
8. Membership of the Board is typically for 3 years, with an extension for another 3 years.

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 Appointment of examiners, external examiners and ad hoc committees

1. The Board of Examiners appoints as examiners the members of the staff responsible for designing, conducting and determining the results of examinations. They are qualified for assessment through either:
 - Experience gained over at least one year through assessments supervised by an experienced assessor in the relevant field
 - Successful completion of the BKO assessment module
 - Gained official exemption for completion of the BKO or the BKO assessment module by the Dean
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be for a maximum period of two years, with the option to extend this period each time by a maximum of a further two years.
3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as indicated in article 27

Article 6 Standards

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

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

Article 7 Language

- 1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred to in Article 9 of the Bachelor's Programme Regulations must substantiate that request.
- 2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.

Article 8 Fraud

- 1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
- 2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled on a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. In the case of fraude committed in group work involving students from different study programmes, the Boards of Examiners concerned will together agree which Board of Examiners will handle the complaint. The Board of Examiners dealing with the complaint will keep the other Board or Boards informed of the outcome.
- 3. If fraud is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in a written report as quickly as possible. The written report will be attached 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 to the Board of Examiners immediately.
- 4. If fraud is discovered or suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
- 5. 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.
- 6. The Board of Examiners will, in case of fraud, take the decision that a mark will not be issued for the examination or practical in question, barring exceptional cases.
- 7. The Board of Examiners will take a decision whether a sanction will be imposed and can impose the following sanctions on the student depending on the gravity of the case, including repeated incidents of fraud:
 - 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.

If a student is implicated in a serious case of fraud, then the Board of Examiners may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.

- 8. Group fraud refers to fraud committed within the context of group learning. Group fraud may have consequences for all group members. When 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 7-a to d upon every member of the group.

9. The Board of Examiners will not take a decision as referred to in paragraph 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.
10. 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 Aerospace Engineering.

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 Registering for practicals or projects

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

Article 12 Registering for a degree audit and applying for degree certificates

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Student Administration no later than 20 working days before the degree audit in question is to be held.
2. The student must submit the final study programme to the Student Administration no later than the day on which the period of 20 working days referred to in paragraph 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration (Shared Service Center) no later than five working days before the meeting for the degree audit in question.
4. The Student Administration is entitled to put forward a student for a degree audit if it has determined that the student has met all the obligations required for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit, in response to which the student can indicate that he or she does not yet wish to be put forward for the degree audit, because he/she wants to improve one of his/her results or wants 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 the degree audit is possible up to 3 working days 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 the 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 in accordance with the provisions of Article 17 subsection 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 a form other than a written examination. A request—for this must be substantiated.
3. An oral examination will preferably be conducted by two examiners, especially in case of a resit.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.
5. Every written examination must be approved by at least two members of the teaching staff (one of whom is course coordinator). Both names must be included on the examination form.

Article 14a Computer based examinations and online proctoring

1. For computer-based examinations, conducted either on-site or at a remote location, an alternative testing method should be available in case of technical difficulties with the computer-based system. The alternative testing method should be designed to allow for a timely resumption of the examination
2. In case of special circumstances, the responsible examiner may decide to exclude the test from assessment, in consultation with the Board of Examiners.
3. The location and the time schedule of examinations that are remotely proctored with an online system should be approved by the Board of Examiners.

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 taken.
2. The questions and assignments contained in an examination are to be a well-balanced representation of the materials studied.
3. The examination will reflect the 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, if possible, to familiarise themselves with examples of representative examination questions and answers and the examination assessment standards.
6. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.

Article 16 Procedure during examinations

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the exams and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. The invigilators will observe the 'Rules of procedure for assessments, which will be available in the examination location.
2. At the request or on behalf of the Board of Examiners the student will be required to identify him/herself using his/her student ID or other valid proof of identity (a passport, ID card or driving licence).
3. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination and the instructions that are given during the examination or immediately after it has ended.
4. A student who does not comply with the provisions contained in or pursuant to the second and third paragraph 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 scratch paper will be provided. The student immediately writes down his/her name on all examination papers. The student must bring his/her own writing and drawing materials.

6. If the use of a calculator or other aid is permitted during an examination, the student must bring his/her own calculator, which must be in compliance with the function limits determined 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 and/or internet connected electronic calculators, computers, beepers, mobile telephones or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance. Answers have to be submitted on examination paper.
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 clear such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 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).
4. A final mark for a subject will be expressed in 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
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, and the grades for these components are registered in Osiris, the following provisions apply:
 - The mark for a component of a subject will be expressed in decimals
 - A result for a component may be included in the determination of the final mark only if it is at least a 5.0
 - If a module consist of two components or more a final grade is calculated as follows: for each part a minimum of 5.0 is obtained, the rounded weighted average of the partial grades is 6.0 or higher, the weight is the number of credits.
7. Final marks that are earned in another degree programme at this or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. The provisions of Article 31 apply to final marks that are earned abroad.

8. If more than one result is earned for a course, the highest result that has been earned will apply during the degree audit.

Article 18 Registration and publication of exams and practical results

1. Article 20 of the Bachelor's Teaching and Examination Regulations determines the manner in which the results of an exam will be published.
2. 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 study guide.
3. The deadline by which the examiner must have determined his or her assessment of the report will be the deadline of 15 working days stipulated in Article 17.2 of the Bachelor's Programme Regulations for the determination of the results of a written examination. If the result for the report is not a final result, the examiner will inform the student of his or her assessment within 15 working days. The results of courses AE1111-I, AE1111-II, AE1222-I, AE2130-II, AE2223-I and AE3212-II will be made public no later than at the last day of the period following the period in which the course took place. Article 17.2 of the Bachelor's Programme Regulations applies mutatis mutandis.

Article 19 Official date of completed exams and practicals

1. The official date of an exam will be the date on which the written or oral exam was taken.
2. The date of a practical will be the date on which the final report is submitted or the oral final presentation is held. If there is no report or final presentation, the official date is 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 study programme, in contravention to subsection 1, successfully completed Bachelor's Final Project work and the related evaluation forms must be retained for at least seven years.
3. In the event that no result has been published, the period referred to in paragraph 1 will commence on the date on which the exam is held.
4. The results of exams will be retained by the Student Administration for a period of at least 10 years.

Exemption

Article 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, projects and online courses

Article 23 Internships not applicable

Article 24 Projects

For rules governing projects, please refer to the relevant course descriptions in the digital study guide.

Article 24a – Online courses offered by the Credits for Mooc’s Programme

Students may follow online courses offered by the Credits for Mooc’s Programme. A maximum of 15 ECTS can be obtained as flexible minor courses. These courses cannot have overlap with other courses within the BSc programme and minor. The courses have to be approved by the Board of Examiners. The credits and grades will be converted by the Credits for Mooc’s/Virtual Exchange project team and has been approved by the Board of Examiners.

Article 25 Official date of project results

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.

Further rules governing BSc final project

Article 26 BSc final project

For rules governing the final project, please refer to the course description of the Design Synthesis Exercise AE3200 in the digital study guide.

Article 27 Composition of the assessment committee for BSc final projects

A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of BSc final projects. That committee will consist of at least two examiners. The members of the assessment committee will in any event come from two different research groups of the degree programme.

Article 28 Working method of the assessment committee

For rules governing the final project, please refer to the course description of the Design Synthesis Exercise AE3200 in the digital study guide.

Article 29 Official date of the BSc final project results

The official date of completion of the BSc final 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

Forty (40) is the maximum number of credits that can be registered for an exemption and credits earned outside the programme yet applied to the major (study programme including the first year but excluding the minor).

Article 31 Provision of information

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

Pass/fail rules

Article 32 Pass/fail rules Bachelor’s degree audit

Bachelor exams

1. The student has passed the bachelor exam when the following requirements have been met:
 - a. a result has been earned for all subjects: a mark, a pass (v) or an exemption (vr); and
 - b. none of the marks may be lower than 6.
2. The method of assessment will be transparent so that the student can determine how the result was determined.
3. In special cases the Board of Examiners may deviate from the provisions contained in paragraph 1. In that case, it will stipulate additional requirements if necessary.

Article 32A Pass/fail rules governing the Honours Programme Bachelor

The student meets the requirements for the Honours Programme Bachelor 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 from which any delay in studies due to circumstances beyond the student's control has been subtracted is a maximum of three years. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

Article 32B expired

Conferring the predicate "cum laude"

Article 33 The designation "cum laude" Bachelor's degree audits

Bachelor's degree audits "cum laude"

1. A student can receive the designation "cum laude" for the Bachelor's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
 - a. the weighted average of the results of the courses in the BSc programme (150 ECTS) weighed on the basis of the credits is at least 8.00, including the Bachelor Final project. Passes (v) and exemptions (vr) will not be taken into consideration; the grades of the minor are not included in the average for the Cum Laude;
 - b. the number of credits for the courses for which an exemption (vr) has been granted may not exceed 40 credits in total;
 - c. the student completed all requirements for the degree within a period of time not exceeding 42 months.
2. In special cases the Board of Examiners may decide to grant the designation "cum laude" to a student who does not meet the requirements referred to in paragraph 1 if the student in question has shown exceptional skills in the degree programme in question.
3. When determining the periods of time referred to in paragraph 1c, any delay in completing the programme owing to circumstances that result in the student being eligible for financial support under the RAS financial support regulation for students shall be taken into account.

Article 33A Expired

Degree certificates and results achieved

Article 34 Degree certificate, transcript and supplement

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The degree certificate for a Bachelor's degree audit will be signed by the Board of Examiners.
3. A supplement in English will be provided when the degree certificate for the Bachelor's degree audit is issued, which will in any event indicate the results achieved.
4. 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, which means that the student will be authorized to teach in the first three years at havo/vwo schools and the theoretical learning track at vmbo schools. Provided that the student has completed the Bachelor's degree programme, the Board of Examiners grants the request if the following conditions have been met:

- a. the student has successfully completed the minor Educatie, 30 credits (with all the results being at least a 6.0 or a pass),
 - b. the student is entitled to the status according to the “verwantschapstabel educatieve minor”. The student will be qualified to teach in the first three years of “ havo/vwo” and in the “theoretische leerweg vmbo”.
- If the Board of examiners grants the certificate, it will be mentioned on the degree certificate.

Article 35 Statement of results achieved

1. A student who has successfully taken one or more exams and to whom the 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 paragraph 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 Effective date

These Rules and Guidelines will go into effect on 1 September 2017.

Adopted by the Board of Examiners on 31 August 2017.