

**COURSE AND EXAMINATION REGULATIONS
(CER)**

**(pursuant to article 7.13 of the Higher Education and
Research Act, WHW)
2011-2012**

Service teaching

**Concerning service teaching arrangements and elective courses offered by
the Faculty of Technology, Policy and Management**

DELFT UNIVERSITY OF TECHNOLOGY

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Introduction

The Faculty of Technology, Policy and Management (TPM) organises many courses specially intended for students who are following degree programmes at TU Delft. Some of these courses form part of the core curriculum of the degree programmes, but some are offered in the form of elective modules.

Dutch legislation stipulates that Course and Examination Regulations (CER) must be drawn up for each degree programme or group of degree programmes. Such regulations have been formulated for the programme Systems Engineering, Policy Analysis and Management (SEPAM) taught within TPM. The following comments may be made concerning the courses offered by TPM for students who are following other degree programmes:

- Insofar as the courses offered by TPM for students who are following other degree programmes form part of the core curriculum of these other programmes, they are covered by the CER of the degree programme in question.
- The courses offered by TPM for students who are following other degree programmes that take the form of elective modules are covered by the present regulations.
- The CER of a degree programme may also contain provisions concerning elective modules to be taken by students following that programme. In all cases, the provisions of the CER of the degree programme in question are decisive with regard to the regulation of the teaching, examinations and examinations for these modules.

The implementation procedure for these Course and Examination Regulations is appended to the present document.

Section 1 - General

Article 1 – Areas to which the regulations apply

1. These regulations apply to the elective modules provided by the Faculty of Technology, Policy and Management (hereinafter referred to as the Faculty) at TU Delft (hereinafter referred to as the Institute).
2. The modules offered are described in the manual of the Institute.
3. These regulations apply exclusively to modules designated by a code starting with the letters 'wm', followed by four digits. The modules with a code starting with the letters 'spm', 'mot' and 'epa' are covered by the CERs of the Bachelor's programme in Systems Engineering, Policy Analysis and Management and the Master's programmes in Systems Engineering, Policy Analysis & Management, Management of Technology and Engineering & Policy Analysis.
4. If an elective module coded wm forms part of a minor, it is covered by the CER of the BSc degree programme followed by the student in question. If the wm elective module is taken separately, the present regulations apply.
5. The Implementation Procedure for the elective modules forms an integral part of these regulations.

Article 2 – Definitions of terms used

If concepts occurring in these regulations also occur in the Higher Education and Research Act (Dutch abbreviation WHW), they shall have the same meaning as that intended in the Act.

In these regulations, the following terms shall be understood as follows:

- 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. Implementation: Regulations the implementation regulations which form part of these Course and Examination Regulations,
- 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. teaching period half a semester,
- e. practical: a practical exercise as intended in Article 7.13, paragraph 2, subparagraph 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;
 - conducting a literature review;
 - completing a work placement;
 - participating in fieldwork or an excursion;
 - conducting tests and experiments;
 - participating in other educational activities aimed at enabling participants to attain certain skills.
- f. examination: a test of the student's knowledge, insights and skills relating to a particular subject, as well as the marking of that assessment by at least one examiner,
- g. credit: a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours,
- h. minor: a coherent set of subjects at Bachelor's level, worth 30 credits in total. The subjects chosen must all be consistent with the overall objectives of the Bachelor's degree programme in question. Students are free to take the minor of their choice, within the limits of availability and compatibility with overall degree programme objectives,
- i. working day: Monday to Friday with the exception of recognised national public holidays,

- j. study guide: a guide to the programme containing specific information pertaining to the various subjects,
- k. institute: Delft University of Technology,
- l. Blackboard: the electronic system used to exchange teaching information about the course,
- m. disability: all conditions which are (at least for the period in question) 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 – Participation in courses

Students who are enrolled for one of the degree programmes at TU Delft have the right to follow courses offered at the University. For the rules concerning enrolment for a given course component, see article 2 of the Implementation Regulations.

Article 4 - Language

The language used in teaching and the examinations shall be determined by the member of teaching staff with responsibility for the course.

Section 2 - Examinations

Article 5 – Number, times and frequency of examinations

1. Students following a given course shall be given the opportunity to sit the examinations twice a year, or once a year if so specified in the manual. There will be an opportunity to take the tests of skill that form part of practicals and projects once a year
2. A timetable specifying the dates and times of written examinations shall be drawn up and published by the beginning of each academic year.
3. There are no restrictions on participation in examinations, unless stated to the contrary in the manual. Candidates may sit the examination in a given subject no more than twice per academic year.
4. Notwithstanding the provisions of subsection 1, at least one opportunity shall be given per academic year to sit the examination in a subject that is not taught during a given academic year.
5. The Implementation Regulations contain further details of the procedure for registration for an examination and the times when such registration can occur.

Article 6 – Sequence of examinations

Students can participate in the examinations for the individual subjects in any desired order, having regard to the provisions of article 5 of the Implementation Regulations.

Article 7 – Validity of examinations

The period of validity of the results of the examinations in a particular subject depends on the degree programme of which that subject forms a part, and is specified in the CER for that degree programme.

Article 8 – The form of examination and method of assessment

1. The form in which the examinations are taken and the way the results are assessed are laid down in the manual for the current academic year. If the same examination is given by more than one examiner, either at the same time or at different times, a chief examiner shall be appointed. This chief examiner will ensure that all examiners use the same assessment standards in marking the results of the examination.
2. The examiner may depart from the provisions of subsection 1 if this is in the student's interest.

Article 9 - Oral examinations

1. An oral examination shall not involve more than one student at a time, unless the examiner determines otherwise.
2. A second examiner shall be present during an oral examination, unless the Service Teaching programme manager determines otherwise.
3. All oral examinations are public, unless the examiner has determined otherwise in an exceptional case or the student has raised an objection to sitting the examination in public.
4. The examiner must ask the student to produce proof of identity before the start of an oral examination.

Article 10 – Determining and announcing the results

1. The examiner shall announce the result of an oral examination and issue the student with a written notification of the result immediately after completion of the examination.
2. The examiner shall announce the result of a written examination as soon as possible, but in any case no later than 15 working days after the date of the examination. The examiner shall provide the Shared Service Centre of E&SA (Education and Student Affairs) with the necessary details. The Shared Service Centre shall ensure the registration and publication of the result within 20 working days of the date of the examination, having due regard to the student's privacy. If the examiner is unable to meet his obligations in this respect due to exceptional circumstances he shall inform the Service Teaching programme manager of this, stating the reasons for the non-compliance. The Shared Service Centre shall inform the students involved of these circumstances.
3. If an examination is neither written nor oral, the examiner shall decide in advance how, and within what period, the students shall be informed of the result.
4. When students are informed of the results of an examination, it shall at the same time be pointed out to them that they have the right to inspect the relevant examination documents as described in article 12, and that they have the right of appeal to the Examination Appeals Board.
5. The dating of assessments shall be determined as follows:
 - oral and written examinations: the date on which the examination is held,
 - reports: the date of submission of the definitive report.

Article 11 – Study progress checks

The student administration is responsible for ensuring that each student can see and check the results he has achieved via Blackboard.

Article 12 – The right to inspect results

1. Students may inspect their marked work for a written examination, on request, up to at least 20 working days after the announcement of the results of the examination. Students will be supplied with a copy of the marked work on request.

2. During the period mentioned in subsection 1, anyone who so wishes can take cognisance of the questions and assignments set in the examination in question and of the marking criteria used. Students will be supplied with a copy of these documents on request.
3. The examiner may determine that the inspection or cognisance mentioned in subsections 1 and 2 shall take place at a predetermined location and at at least two predetermined times.
If the student can show to the satisfaction of his academic counsellor that he is unable to attend at the specified place and time for reasons beyond his control he will be offered another opportunity, if possible within the period mentioned in subsection 1.
The place and time mentioned in the first sentence of the present subsection shall be announced well in advance.

Article 13 – Discussing the examination results

1. A discussion between the examiner and the student of the results of an oral examination may take place as soon as possible after the announcement of the said results, at the request of the student or on the initiative of the examiner. At this meeting, the reasons behind the marks awarded will be explained.
2. A student who has sat a written examination can apply, within 10 working days of his inspection of his marked work, to the relevant examiner for a discussion of the work in question. This post hoc discussion will take place within a reasonable delay, at a time and place determined by the examiner.
3. If a group discussion of the results of an examination is arranged, a student may only request an individual discussion as mentioned above if he was present at the group discussion and can show good reason why an additional individual discussion is also necessary, or if he can demonstrate to the satisfaction of his academic counsellor that he was unable to attend the group discussion for reasons beyond his control.
4. The provisions of subsection 3 are similarly applicable if the examiner offers the student the opportunity to compare his answers with model answers.

Article 14 – Right to appeal

Students have the right to lodge an appeal with the Examination Appeals Board against the decisions of examiners and the treatment they received while sitting (part of) an examination, pursuant to article 7.61 of the Higher Education and Research Act (Dutch abbreviation WHW).

Article 15 - Fraud

1. If a student is suspected of committing fraud or plagiarism while sitting part of an examination, the responsible examiner will draw up a written report of the incident as quickly as possible. The examiner, or in the case of a written examination the invigilator, may ask the student to produce any pieces of evidence deemed necessary. A refusal to produce such evidence is recorded in the written report. The student is given the opportunity to append a written comment to the written report drawn up by the examiner or invigilator. The written report, together with the student's written comment, is submitted without delay to the Board of Examiners for the degree programme for which the student in question is enrolled.
2. The further course of events and the disciplinary actions in response to any confirmed fraudulent act are laid down in the CER for the degree programme for which the student in question is enrolled.

Section 3 – Studying with a disability

Article 16 – 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.

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 the teaching facilities are decided on by the Dean or by the director of studies acting on his behalf. Requests for the adaptation of examinations are decided on by the examiner.
4. The application referred to in subsection 1 shall be submitted by the student at least 20 working days before the start of the course in question.

Section 4 – Contraventions, changes and implementation

Article 17 – Contravening the regulations

If the manual conflicts with these regulations or with the associated Implementation Regulations, the original Dutch text of the present regulations including the associated Implementation Procedure shall have primacy.

Article 18 – Changes to the regulations

1. Any changes made to these regulations are approved by the Dean by means of separate decisions, after consultation with the Service Teaching Users' Council.
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 19 – 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. In any case, the Course and Examination Regulations and the associated Implementation Procedure shall be displayed on the Faculty pages of the TU Delft website.

Article 20 – Entry into force

These regulations take effect on 5 September 2011

These regulations were approved by the Dean of the Faculty on 29 August 2011.

**IMPLEMENTATION REGULATIONS
FOR SERVICE TEACHING
(IR)**

2011-2012

**Concerning service teaching arrangements and elective
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Article 1 – Implementation regulations

The implementation regulations of the Course and Examination Regulations, hereinafter referred to as the implementation regulations, form an integral part of the Course and Examination Regulations.

Article 2 – Enrolment for courses

Students must register in advance for certain course components. Further details are given in the manual and the page of the Blackboard electronic information system for the subject in question.

Article 3 – Registration for examinations

1. Students are required to register for written examinations by entering the dates in the examination registration system no later than 14 calendar days (not *working* days) before the beginning of the exam. Examinations take place during the last two weeks of the study period and during the resit period in August.
2. In the case of intensive courses where students work together in small groups, attendance is compulsory. Registration for and attendance at such courses is always recorded in the student's academic progress report, even if the student withdraws from the course without completing it and without taking the examination held at the end of the course.

Article 4 – Withdrawing from examinations

1. It is possible to withdraw from an examination through the examination registration system no later than 14 days before the exam. In exceptional circumstances the programme director may give permission to withdraw at a later stage.
2. If a student withdraws from an examination after the permitted period or fails to attend the examination (except for reasons beyond his control), the records shall state that the student made use of an opportunity to sit an examination. Since he did not do the work required for the examination, no marks will be awarded.
3. The examiner shall consult the student's academic counsellor before taking a decision in such matters.

Article 5 – Assessment plan

The basis on which examination work is marked for each course, together with the applicable limiting conditions if any, shall be reported annually in the manual.

Article 6 – Order during examinations

1. The examiner shall ensure that invigilators are appointed for each written examination. These invigilators will act on behalf of and under the authority of the examiner to guarantee good discipline during the examination.
2. Each student must present proof of identity, in the form of his notice of enrolment together with the accompanying photocard, on request, and must follow the invigilator's instructions.
3. A student who fails to comply with the provisions of or pursuant to subsections 1 and 2 may be excluded from further participation by the examiner.
3. The duration of the examination shall be sufficient to give students reasonable time to answer all questions.
4. If the examination lasts longer than 3 hours, students shall be allowed a break of at least half an hour.
5. Students are not allowed to take the examination questions with them after the end of the examination, unless the examiner has decided otherwise.
6. If the examination questions were not allowed to be taken by the students, the examiner should provide them permission to inspect the questions.

Article 7 – Questions and assignments

1. The questions and assignments set in an examination shall not exceed the scope of the sources on which the examination material is based. The main lines of these sources will be announced before the start of the course leading up to the examination. Full details of the scope of the definitive examination material will be announced no later than a month before the date of the examination.

2. The questions and assignments of the examination shall cover the examination material as evenly as possible.
3. The examination shall be representative of the teaching objectives in both form and content.
4. The questions and assignments of the examination shall be clear and unambiguous, and shall be so formulated or contain such indications as to make it clear to the student how long and how detailed the answers should be.
5. At least three weeks before a written examination is held, the examiner will give the students the opportunity to study a written test of such an examination as well as model answers and the standards used in grading the work.

Article 8 – Grading examinations

1. The results of examinations shall be marked on the 10-point scale familiar from Dutch educational usage. The final mark for a given course shall be expressed in whole or half numbers. The final grade ≥ 6 implies that the student passed the course, <6.0 means that the student has failed the course.
2. The grading of written examinations will be done as much as possible on the basis of standards laid down in advance for grading and, if necessary, adjusted following the correction of the examination work.
3. The grading manner is transparent so that the student can verify the way in which the result of her or his examination was established when looking at her or his work.
4. If the examiner has good reason to believe that a student may not be the true author of the examination work handed in, he may carry out a supplementary investigation by asking the student to sit an additional oral or written examination.
5. If the examination consists of a paper, a project report or the results of an assignment that the student had to hand in to the responsible member of teaching staff, marking shall be completed within 15 working days unless the member of teaching staff in question states otherwise on Blackboard at the start of the course.

Article 9 – Entry into force

These regulations take effect on 5 September 2011.

These regulations were approved by the Dean of the Faculty on 29 August 2011.