

Rules and Guidelines
Board of Examiners
MSc CoSEM, EPA and MOT
2018-2019

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General

Article 1 Scope of applicability

These Rules and Guidelines govern the following Master's degree programmes of Delft University of Technology: Complex Systems Engineering and Management (CoSEM), Engineering, Policy and Analysis (EPA) and Management of Technology (MOT), 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 and Article 2 of the CoSEM – EPA – MOT Master's Programme Teaching and Examination Regulations, referred to below as the Master's Programme Regulations', are applicable.

Article 3 The Board of Examiners' working method

1. In principle the Board of Examiners meets once a month
2. The Board of Examiners may delegate certain clearly defined duties.
3. The official secretary is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners appoint the chairman and decide jointly which of them shall deputise for the chairman during his or her absence.
5. The meetings are not public.
6. In the event that a student submits an application or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned will have no involvement in the handling of the application or complaint and will temporarily absent him or herself from the meeting.
7. A report will be drawn up regarding the matters discussed at meetings.
8. Every year, the Board of Examiners compiles a report on its activities in the previous academic year and sends this report to the Dean.
9. The term of office for members of the Board of Examiners is 2 years. Members can be reappointed for two additional two-year terms.

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 staff responsible for conducting examinations and determining the results. Those members of the permanent staff responsible for providing the teaching in the relevant subject, having an education task and have a University Teaching Qualification (BKO or equivalent), are examiners of that subject. Members of the staff who have a permanent appointment in sight (tenure track) are regarded as members of the permanent staff.
2. The Board of Examiners is entitled to appoint experts from outside the institution (who do not meet the required qualifications as examiners) as examiners. This kind of appointment will be made 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 referred to in Article 23.
4. The Examination Board may in exceptional cases withdraw the appointment of examiners.
5. If results of examinations have been determined by an instructor who is not appointed as an examiner, the Examination Board may declare these results invalid.

Article 6 Standards

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;

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

Article 7 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 is in any event understood to include the commission of plagiarism in any form; it should be clear that this includes all cases in which a student implies that the work in question is his or her own when this is not the case, such as copying the work of others and presenting it as one's own through deliberate deception or through carelessness or inadequate references. Fraud also includes, among other things, the following:
 - being in possession, during an examination, of aids (digital or otherwise), any notes, pre-programmed calculator, mobile phone, book, syllabus, notes in books for an open-book examination, the use of which has not been expressly permitted;
 - looking at the work of others during an examination or exchanging information or materials inside or outside the room where the examination is taking place;
 - impersonating someone else during an examination;
 - being in possession of the questions/assignments of an examination before the date or time on which the examination is due to be held.
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 fraud 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 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 added to the student's completed examination after the examination has ended. The examiner or the invigilator can ask the student to make any relevant evidence available. If the student refuses to do so, this will be noted in the report. The examiner should submit the report and any evidence to the Board of Examiners immediately.
4. If fraud is suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The examiner should submit the report and any evidence to the Board of Examiners immediately.
5. If fraud is suspected, the Board of Examiners, the examiner, and the invigilator are authorised to obtain information from employees or parts of the organisation that could be used as evidence.
6. The Board of Examiners will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
7. The Board of Examiners will, in the event of fraud, decide that no mark will be awarded to the student for the examination in question or assessment given for the practical exercise, apart from in exceptional cases.
8. As well as the decision in the foregoing section, the Board of Examiners will decide whether a sanction will be imposed. The Board of Examiners may, depending on the seriousness of the fraud, including repeated incidents of fraud, impose the following sanctions on students:
 - a. reprimand;
 - b. invalidate previous determined results in cases of fraude;
 - c. exclusion from the examination or practical exercise in question for a maximum period of one year;
 - d. exclusion from one or more examination periods for a maximum period of one year; or
 - e. a combination of the measures listed above
9. In the event of serious fraud, the Board of Examiners is entitled to decide to propose to the Executive Board that the student's enrolment on the degree programme be permanently terminated. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose the sanctions referred to in section 8, subsection a to e upon every member of the group.

10. The Board of Examiners will only take a decision as described in section 7 or will only impose a sanction after the student in question has been given the opportunity of having a hearing.

Article 8 Terms and time limits for applications and requests

1. The Board of Examiners can only take applications into consideration if these are complete and have been submitted in the correct manner.
2. The Board of Examiners can decide to either defer an application or not take it into consideration if, in the view of the Board of Examiners:
 - the application submitted by a student or examiner does not contain the information that is required in order to reach a decision;
 - in the event of suspected fraud, the information required to reach a decision has not been included;
 - the relevant procedure has not been followed correctly;
 - the required forms have not been filled in, or have been filled in incorrectly.
3. Unless section 3 or 4 of Article 9 applies, the Board of Examiners shall decide on a request submitted by a student or lecturer, or on a case of suspected fraud within 40 working days, commencing on the date on which a complete and correctly submitted request or application has been submitted.
4. If a request is submitted by a student during a university vacation period specified in the academic calendar of TU Delft, or no later than three weeks before a university vacation period commences, the Board of Examiners shall take a decision no later than 40 working days after the end of the vacation period.
5. The Board of Examiners can postpone the decision for a maximum of 10 working days. The student shall be informed of the postponement in writing before the end of the period stated in section 2 or 3.

Registering and withdrawing

Article 9 Registering for degree audit and applying for degree certificate

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 referred to in section 1 commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than five working days before the meeting for the degree audit in question.
4. The Student Administration has the possibility of putting a student forward for the degree audit if it has established that the student has met all the obligations for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Administration will drop its intention when the student indicates within the specified period that he/she wishes to improve a result or wishes to supplement his/her examination programme. In that case, the student will have the opportunity to do so during the rest of the current academic year.

Examinations

Article 10 Administering 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 predetermined standards in accordance with the provisions of Article 14, section 2. If applicable, the Board of Examiners will appoint an examiner to bear the primary responsibility for the examination.
2. In special cases the Board of Examiners may allow a student to take an examination in a different form. The student has to submit a substantiated request for this to the Board of Examiners.
3. After an oral examination the examiners will determine the mark in the absence of the student. The examiners will write a report showing to what extent the learning objectives of the course are achieved.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
5. Should an examination be assessed in another way than described in the study guide, the Board of Examiners can determine to declare this examination invalid. In case this deviation concerns an extra possibility, this examination is invalid, unless the Board of Examiners decides differently.
6. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time. The examiner will decide on this matter in consultation with the Board of Examiners.

Article 11 Online proctored examination

1. An examination may be held with online proctoring
 - a. if the programme is given entirely online or
 - b. with the permission of the Board of Examiners if it concerns an individual request owing to exceptional circumstances.
2. If an examination takes place using online proctoring, the exam should be administered entirely digitally.
3. The location and the time frame of examinations, that are remotely proctored with an online system, is to be decided by the Board of Examiners. If the local time for the start of an examination is before 7:00 in the morning or after 23:00 at night, the Board of Examiners may alter the start time, but with as little change from the originally designated start time as possible, and may also take measures to prevent the examination questions becoming known to students who have not yet taken the examination in question.

Article 12 Questions and assignments

1. The questions and assignments covered by an examination will only include content that is part of study material or sources made known in advance. 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 learning objectives in terms of level, content, and form.
4. The questions and assignments will be clear and unambiguous. The instructions regarding the weighing of the questions and assignments will also be clear and unambiguous, and formulated in such a way that students should be able to understand how extensive and detailed their answers must be.
5. At least 15 working days before a written examination, the examiner will give the students the opportunity to familiarise themselves with sample examination questions and answers and the examination standards by which they have been or will be assessed.
6. The content of the examination will be such that students can be reasonably expected to have sufficient time to answer the questions within the time limit.
7. The nature of the assessment(s) is clear before the beginning of the course and all students are provided similar assessment conditions and opportunities.

Article 13 Procedure during examinations

1. The examiner shall ensure that invigilators are appointed for a written examination to supervise the examination on behalf of and under the responsibility of the Board of Examiners in order to ensure that everything proceeds in an orderly fashion. In doing so, the invigilator shall observe the "Regulations for the conduct of examinations".
2. Only students who have registered according to the relevant procedure (see TER, article 13) shall be permitted to take part in the written examination.
3. At the request of or on behalf of the Board of Examiners, students are obliged to provide a valid, legal means of identification (passport, ID card, residence permit, campus card or driving licence).
4. Students shall at all times follow instructions published by the examiner or the invigilator before the start of the examination, as well as instructions given during the examination and immediately afterwards.
5. Examination paper, answer sheets and scrap paper shall be provided by the department. The student immediately writes down his/her name on all papers. Only the work written on the examination paper will be marked. Only the invigilators will distribute extra paper to students on request; students must not leave their seat for this purpose.
6. Students must provide their own writing and drawing equipment, and any study materials and aids that are permitted.
7. "The period of the examination" is the period of time from the start of the examination until the moment that all students have definitely left the examination room (see section 20).
8. "During an examination" means at any time during the period of an examination.
9. During an examination, the student may not have at hand or consult any books, lecture notes, other notes or other documents, unless the examiner has decided otherwise and this is stated on the first page of the examination paper.
10. During an examination, the student may not have at hand or consult any electronic devices, calculators, dictionaries, tablets etc., unless the examiner has decided otherwise and this is stated on the first page of the examination paper.
11. A student who does not meet the provisions laid down in or pursuant to sections 2, 3, 9 and/or 10 can be excluded from further participation by the Board of Examiners or the examiner. As a consequence of the exclusion, no result will be given for the relevant examination.
12. During an examination, students shall not copy the work of another student, exchange information with others, borrow or lend materials, or communicate with others in any way.

13. During an examination, students shall not have at hand or make use of mobile phones, smartphones or any devices with similar functions.
14. Actions pursuant to or in contravention of the provisions in sections 9, 10, 12 and/or 13 shall in all cases be regarded as instances of suspected fraud (see Article 7) by the invigilator/examiner.
15. Text written in pencil that is submitted as an answer to an examination question shall be deemed not to have been written, and will therefore not be assessed.
16. Students who arrive after the first 30 minutes of the examination will not be admitted to the examination room.
17. Students are not permitted to leave the examination room during the first 30 minutes after the published start time of the examination.
18. Students are not permitted to leave the examination room during the 30 minutes preceding the published end time of the examination.
19. Students may ask the invigilator(s) for permission to leave the examination room for a short period of time. The invigilator may give permission, subject to conditions. No more than one student may be absent at any one time.
20. Before leaving the examination room definitely (notwithstanding the provisions in sections 17 and 18), students must hand in the work they have done during the examination, with their name and student number filled in on each page, to the examiner or invigilator. All paperwork relating to the examination, including examination papers and all the scrap paper that has been distributed, must be handed in at the end of the examination. As a rule, students are not permitted to take examination papers with them after the examination.

Article 14 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 10, section 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 whole or half mark 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. When rounding of the marks to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
6. If a subject consists of more than one component, the subject overview in the study guide will indicate how the final mark will be determined. The following provisions apply in this respect:
 - a. The mark for a part of a subject will be expressed in decimals, and hundredths greater than or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
 - b. Results for interim examinations or assessments for practical exercises may only be included as part of the final mark if they are 5.0 or higher.
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 27 apply to final marks that are earned abroad.
8. Final grades earned at a foreign university are indicated by a V (*voldaan* - pass) or an O (*onvoldoende* - fail).
9. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.
10. If a student is able to demonstrate that examination work they have submitted has been lost as a result of act or omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

Article 15 Registering results

1. The examiner records the results of an examination in OSIRIS, including the date on which the examination was held or, in the case of a practical exercise, the date on which the exercise was completed.
2. The examiner may determine the latest date by which a practical exercise must be completed, such as the date on which a report must be handed in. This information must be included in the relevant subject overview in Brightspace.

Article 16 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 date of the exam. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
2. By way of derogation of section 1, and in connection with the re-accreditation of the degree programmes, successfully completed degree audits and related papers, as well as the relevant assessment forms, must be retained for at least seven years.
3. In the event that no result has been published, the period referred to in section 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 17 Exemption application procedure

An application for an exemption from all or part of a subject 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 18 Official date of an exemption

The official date of an exemption will be the date on which the Board of Examiners grants the exemption.

Further rules governing internships and projects

Article 19 Internships

Article remains empty

Article 20 Projects

Article remains empty

Article 21 Official date of internship and project results

Article remains empty

Additional rules governing Master Thesis Project

Article 22 Master thesis project

Article remains empty

Article 23 Composition of the assessment committee for Master Thesis Project

The composition of the assessment committee should be in accordance with option A (new composition) or option B (former composition):

Composition option A

A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Master Thesis Projects. The members of the graduation committee will in any event come from two different research groups (Dutch: "secties" and OTB department) which includes the research groups responsible for the courses within the B&S track.

A graduation committee consists of at least two persons, with at least one member who is involved as course manager or instructor in the core subjects of the:

- First year of the student's master programme; or the
- Track specialisation in the CoSEM programme (CoSEM students); or the
- Master thesis preparation course within the relevant programme.

First/second supervisor (examiner):

A full professor (permanent staff), a permanent staff member who is appointed as promotor by the TU Delft Board for Doctorates or current or former programme director from the Faculty of TPM or the department of OTB of the Faculty of Architecture and the Built Environment as far as they participate in at least one of the following programmes: TB, CoSEM, EPA and MOT.

First/second supervisor (examiner):

A member of the scientific staff (lecturer) preferably from a section that is related to the programme of the student involved, including lecturers of the department of OTB of the Faculty of Architecture and the Built Environment who are involved in the B&S track within TB and CoSEM.

Advisor

A PhD candidate (with at least 18 months full time experience in current research project at TU Delft's Graduate School), postdoc researcher, or tenure tracker from the Faculty of TPM (or the department of OTB of the Faculty of Architecture and the Built Environment involved in the B&S track within TB and CoSEM), who has completed a workshop in graduation supervision, and acts as an advisor to the first and second supervisor.

The first and second supervisor can be advised by the advisor before they examine the results.

The first supervisor and second supervisor should come from different research groups ("secties" in Dutch and OTB department).

Both supervisors choose who will be the (technical) chair.

Composition option B

A committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Master Thesis Projects. That committee will consist of at least three examiners. The members of the graduation committee will in any event come from two different research groups (Dutch: "secties" and OTB department) which includes the research groups responsible for the courses within the B&S domain.

A graduation committee consists of at least three persons, with at least one member who is involved as course manager or instructor in the core subjects of the:

- First year of the student's master programme; or the
- Domain specialisation in the CoSEM programma (CoSEM students); or the
- Master thesis preparation course within the relevant programme.

Chair: A full professor (permanent staff), a permanent staff member who is appointed as promotor by the TU Delft Board for Doctorates or current or former programme director from the Faculty of TPM or the department of OTB of the Faculty of Architecture and the Built Environment as far as they participate in at least one of the following programmes: TB, CoSEM, EPA and MOT.

First supervisor: a member of the scientific staff (lecturer) preferably from a section that is related to the programme of the student involved, including lecturers of the department of OTB of the Faculty of Architecture and the Built Environment who are involved in the B&S domain within TB and CoSEM.

Second supervisor a member of the scientific staff (lecturer), including lecturers of the department of OTB of the Faculty of Architecture and the Built Environment who are involved in the B&S domain within TB and CoSEM.

Both supervisors (first and second) should come from different research groups ("secties" in Dutch and OTB department).

Article 24 Working method of the assessment committee

Article remains empty

Article 25 Dating result of the Master Thesis Project

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

Curriculum components completed elsewhere

Article 26 Inclusion in the degree audit programme

1. The number of credits to be submitted for the degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the degree programme or Honours Programme Master may not exceed a total of 40.
2. Subjects successfully completed elsewhere will only be included in the programme if they were completed during the period in which the student was enrolled on the degree programme.

Article 27 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 number of credits and the result under the condition that evidence is submitted as mentioned in section 1.

Pass/fail rules

Article 28 Pass/fail rules governing Master's degree audit

1. To pass the Master's degree audit, students must have met the following requirements:
 - a. obtaining a result for every subject: a mark, a pass (V) or an exemption (VR);
 - b. none of the marks may be lower than 6.0.
2. The method of assessment will be transparent so that the student can ascertain how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of section 1. It will stipulate additional requirements if necessary.

Article 29 Pass/fail rules governing the Honours Programme Master

To pass the Honours Programme Master's, students must have met the following requirements:

- a. gaining a pass for every component on the Honours Programme Master's;
- b. gaining the minimum number of credits for the Honours Programme Master's.
- c. The duration of study of the Master's degree programme, that is, the period between the student's enrolment on the programme and his or her taking the final examination component, together with the Honours Programme Master's, must not exceed 24 months, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

Conferring the predicate 'cum laude'

Article 30 The predicate 'cum laude' for Master's degree audits

1. A student may receive the predicate 'cum laude' for the Master's degree audit if the Board of Examiners decides to grant this distinction and at least the following requirements have been met:
 - a. the weighted average of the results in terms of credits from the subjects not including the Master Thesis Project must be at least 8.00 (8 rounded to two decimal places; passes (V) and exemptions (VR) and the Master Specialisation and Electives (MOT/EPA)/ Master Electives Package and Track Elective (CoSEM) will not be taken into consideration;

- b. the number of credits from the subjects for which a pass (V) has been earned or for which an exemption (VR) has been granted may not exceed 15 credits in total (exam program excluding Master Specialisation and Electives (MOT/EPA)/ Master Electives Package and Track Elective (CoSEM) and Honours Programme Master).
 - c. the result for the Master Thesis Project must be at least 8.5.
 - d. the duration of study, that is, the period between the student's enrolment on the programme and his or her taking the final examination, must not have exceeded 24 months, allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) or TU Delft Profiling Fund Regulations.
 - e. no sanction has been imposed for fraud (ex. Art. 8.6).
2. In special cases the Board of Examiners may decide to grant the predicate 'cum laude' to a student who does not meet the requirements referred to in section 1.
If the student in question has shown exceptional skills in the degree programme in question.

Degree certificates and results achieved

Article 31 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 the Master's degree audit shall be signed by the chairperson on behalf of the Board of Examiners.
3. A supplement in English will be provided when the degree certificate is issued, which will in any event indicate the results achieved. A supplement in Dutch can be obtained from the Student Administration on request.

Article 32 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 31 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. This statement will include personal data, subject code, subject name, number of credits, the result and the date on which the result was attained.
2. A statement as referred to in section 1 must be requested from the Student Administration.

Appeal and final provisions

Article 33 Appeals against decisions made by the Board of Examiners

Appeals to the Examinations Appeals Board referred to in Section 7.60 of the Higher Education and Research Act (WHW) against decisions made by the Board of Examiners and/or an examiner may be lodged up to six weeks after the decision in question has been made known to the individual concerned. The Board of Examiners will refer to this possibility of appeal in its decision.

Article 34 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 35 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 36 Entry into force

These Rules and Guidelines will enter into force on 1 September 2018.

Article 37 Citation title

These regulations may be referred to or cited as the 'Rules and Guidelines and Guidelines of the Board of Examiners Complex Systems Engineering and Management Engineering, Policy Analysis & Management, Engineering, Policy Analysis and Management of Technology 2018-2019'

Adopted by the Board of Examiners on 28 August 2018