

Rules and Guidelines of the Board of Examiners (ex article 7.12 WHW)

Academic year 2022-2023

Master's degree programmes

- Engineering, Policy and Analysis (EPA)
- Complex Systems Engineering and Management (CoSEM)
- Management of Technology (MOT)

Delft University of Technology
Faculty of Technology, Policy and Management

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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 TER MSC 2022-2023, 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 appointment for members of the Board of Examiners is determined in the faculty regulations.

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 course, having an education task and have a University Teaching Qualification (BKO or equivalent), are examiners of that course. 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 and members of staff 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 25.
4. The Board of Examiners 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 Board of Examiners 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.
 - 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;
 - getting someone else to take the examination or 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 report of suspected fraud about a student who is enrolled on a different study programme, it will immediately pass on the report to the Board of Examiners of the relevant study programme.
3. 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 report. The Board of Examiners dealing with the report will keep the other Board or Boards informed of the outcome.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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. In the event the mark has been announced or registered before the fraud was determined, the Board of Examiners will make the decision to retract the mark in question and declare it invalid, apart from in exceptional cases.
9. 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. exclusion from the examination or practical exercise 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 aboveWhen determining the seriousness of the fraud, in any case, but not exclusively, the following will be taken into account: any repeated incidents of fraud. In the event of serious fraud, the Board of Examiners is entitled to submit a proposal to the Executive Board that the student's enrolment on the degree programme be permanently terminated.
10. 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 d upon every member of the group.
11. The Board of Examiners will only take a decision as described in section 7 or will only impose a sanction after the student or students in question has been given the opportunity of having a hearing. A hearing will not be necessary if the Board of Examiners determines that no fraud has been committed.
12. The Board of Examiners informs the student of the decision and will in addition point to the possibility to appeal against the decision.
13. 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 TPM.

14. The Board of Examiners has the authority to declare the results of an examination or part thereof invalid if it has been fully or partially impossible to properly assess the knowledge, insight and skill of the student.

Article 7a Disciplinary measure in the event of an irregularity or suspected irregularity

1. Prior to, during or after an examination the Board of Examiners may decide that the examination must be taken in a different way or retaken at a different time in the event of any irregularity or if there are reasonable grounds for suspecting an irregularity, such as:
 - a. large-scale or organised fraud that renders the examination results untrustworthy and where it is not (yet) possible to determine which individual students are involved;
 - b. a technical failure during the examination that renders the results untrustworthy.
 - c. major disruption of examination conditions during the (as defined in Article 13)
2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination in question invalid for all participants. The examination must then be retaken. In this case the Board of Examiners will set a new examination date as soon as possible.

Article 7b Plagiarism scan

1. The examiner or assessment committee checks written (graduation) work for plagiarism. A plagiarism scanner may be used for this purpose.
2. To facilitate plagiarism checks, the examiner or assessment committee may set requirements for the way in which a written assignment must be submitted.

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. 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 9a 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.

Article 9b Registering for an Individual Double MSc Degree

Each MSc study programme must comprise a minimum of 60 EC credits that are unique to that programme. In all cases, the Board of Examiners requires two individually separate identifiable Master theses, each of which meets the requirements of its respective MSc programme. A combined thesis does not meet the requirements.

Article 9c Registering for examinations

In situation of article 13, section 3 of the TER MSc 2022-2023 the Board of Examiners authorizes the examiner to allow the student access to the exam. The examiner should take into account the required provision, with reservation that the Board of examiners has to verify the student's enrolment at Delft University of Technology before validating the result.

Examinations

Article 10 Administering written and oral examinations

1. 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.
2. The oral examination is administered by at least two examiners who determine the grade in absence of the student. The examiners will write a report showing to what extent the learning objectives of the course are achieved. In the event of unforeseen circumstances or measures, for example as a result of COVID-19, the oral examination can be administered by a single examiner, in which case the oral examination is recorded on sound and/or video. The condition is that both the lecturer and the student will not share the video or audio with third parties without informing the other party. The retention period for the sound and/or video material is laid down in the 'Privacy Statement Online Proctored Exam' TU Delft, adopted by the Executive Board on 29 May 2020.
3. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
4. 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.
5. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time. The Board of Examiners will decide on this matter in consultation with the examiner.

Article 11 Online proctored examination

An examination can be administered using online proctoring under the following conditions;

- a. the Examination Board has approved the motivated request of the examiner, and;
- b. no other means of examination is possible, and;
- c. the examination will be taken in accordance with the 'TU Delft Online Proctored Examination Regulations' (established by the Executive Board on 29 May 2020).

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. 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.

Article 13 Procedure during examinations

1. The examiner will ensure that invigilators are appointed for an examination who will supervise the examination on behalf of and under the responsibility of the Board of Examiners to ensure that examination proceeds properly. When supervising an examination in an examination room, the invigilator will observe the 'Regulations for the conduct of examinations' ('Reglement van Orde bij Tentamens'), which are available in the examination room.
2. The following applies regarding entering an examination room:
 - a. only students with a valid identity document may gain access to the examination. Acceptable identity documents are a TU Delft-campus card, passport, identity card, or driving licence, and
 - b. students may only gain access to the examination if they have a valid examination ticket or if they appear on the list of examinees.
3. At the request of or on behalf of the Board of Examiners, students are obliged to show proof of identity using their campus card or provide a valid, legal means of identification (which means: passport, ID card, residence permit, 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 examination¹ and immediately afterwards.
5. Any student who does not comply with the provisions laid down in or pursuant to section 3 and 4 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.
6. Exam assignments, examination paper, and scrap paper shall be provided by the department. The student immediately writes down his/her name and student number on all papers. Only the work written on the examination paper will be assessed. Students must provide their own writing and drawing equipment, and any study materials and aids that are permitted. Only the invigilators will distribute extra paper to students on request; students must not leave their seat for this purpose.
7. During an examination¹, the student may not have at hand or consult any electronic devices, calculators, computers, mobile phones, tablets, or any devices with similar functions, unless the examiner has decided otherwise and this is stated on the first page of the examination paper.
8. During an examination¹, 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.
9. During an examination¹, students shall not copy the work of another student, exchange information with others, borrow or lend materials, or communicate with others in any way.
10. Actions pursuant to or in contravention of the provisions in sections 7, 8 and/or 9 shall in all cases be regarded as instances of suspected fraud (see Article 7) by the invigilator/examiner.
11. 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.
12. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise and this is stated on the first page of the examination paper.
13. Students who arrive after the first 30 minutes of the examination will not be admitted to the examination room.
14. Students who wish to leave the room during the regular duration of the exam, temporarily or permanently, will not be allowed to do so until after the first 30 minutes of the exam.
15. Students may ask the invigilator(s) for permission to leave the examination room for a short period of time during the regular duration of the exam. The invigilator may give permission provided that no more than one student may be absent at the same time.
16. Before leaving the examination room definitely (notwithstanding the provisions in sections 15 and 16), 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.

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. Examinations will be assessed, on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction. If the same examination is administered by more than one examiner (whether or not simultaneously) and the results are also assessed by more than one examiner, the assessment shall take place according to the aforementioned provisions. Where applicable, the Board of Examiners will appoint prime responsibility for the examination to one examiner.
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 course 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	Poor
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.

¹ 'During an examination' means at any time during the period of an examination: the period of time from the start of the examination until the moment that all students have definitely left the examination room.

6. If a course consists of more than one component, the course 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 course 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.
8. Final grades earned at a foreign university are indicated by a V (voldaan - pass) or an O (onvoldoende - fail). The provisions of Article 20 apply to final marks that are earned abroad.
9. If more than one result is earned for a course, the highest result that has been earned will apply during the degree audit, on the understanding that where a Pass mark is given along with a final mark expressed in figures, only the mark in figures counts
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 records the results as defined in article 19 (Determination and announcement of results) TER CoSEM-EPA-MOT 2022-2023.

Article 16 Retention of work and results

1. Due to the possibility of appeals proceedings, student work that has been assessed, must be retained for at least two years after the date of the exam. Assessed work is in any case, but not exclusively, taken to mean: the associated examinations and the model answers and standards established in writing.
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. Assessed work is in any case, but not exclusively, taken to mean: the associated examinations and the model answers and standards established in writing. In the event that no result has been published, the period referred to in section 1 will commence on the date on which the examination is held.
4. The results of exams will be retained by the Student Administration for a period of at least 10 years.

Exemption / curriculum components completed elsewhere

Article 17 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 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.

Article 19 Include exemption 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 may not exceed a total of 40.

Article 20 Curriculum components taken elsewhere

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 the code of the course, the associated study load (credits), the level (MSc), the results, the date on which the results were earned, the grading table according to which the result is determined 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 supporting documents are provided as referred to in paragraph 1.
3. A student who takes a component elsewhere must provide relevant information about this to the Board of Examiners. Relevant information is taken to mean, where applicable, in any case: the progress made in the part of the course in question, the assessment (also if a fail) by the authorised body and a decision concerning fraud. The Board of Examiners is authorised to request and obtain this information from the authorised body.
4. Courses 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.

Further rules governing internships and projects

Article 21 Internships

The Master's degree programmes CoSEM, EPA and MOT do not have a mandatory internship.

Article 22 Projects

There are no additional rules.

Article 23 Official date of internship and project results

There are no additional rules.

Additional rules governing Master Thesis Project

Article 24 Master thesis project

Please refer to the course description in the study guide for provisions related to the Master thesis project.

Article 25 Composition of the assessment committee for Master Thesis Project

The committee will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the Master Thesis Projects.

The committee consists of at least two persons, with at least one member who is involved as course manager or instructor in:

- the core courses of the first year of the student's master programme;
- the Master Thesis Preparation course of the relevant programme;
- the first-year Track courses in the CoSEM programme (for CoSEM students).

First and Second Supervisor

A member of the scientific staff (lecturer) of TPM. The first and second supervisor should come from different research groups ("secties" in Dutch).

Chair

Preferably, either the First or the Second Supervisor takes the role of Chair. Alternatively, the role of Chair may be taken by an additional member of the committee who is neither First nor Second Supervisor. The Chair must be a permanent staff member of TPM who is either either full professor, an associate professor (UHD-profile) or a current or former Director of Studies from the Faculty of TPM.

Advisor

Optionally, an advisor might be appointed to support the student under the supervision of the assessment committee. An advisor cannot assume any responsibilities of the first or second supervisor or the chairman.

Where TPM staff is mentioned, the corresponding staff of the former department OTB at the Faculty of Architecture and the Built Environment who are involved in the TB or CoSEM curriculum are also implied.

Article 26 Working method of the assessment committee

Please refer to the course description in the study guide for provisions related to the Master thesis project.

Article 27 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.

Pass/fail rules and transition scheme

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

1. The student has passed the Master's degree audit when a result (a mark with the meaning satisfactory or higher, a pass (V), or an exemption (VR)) has been obtained for every course.
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:

1. gaining a pass for every component on the Honours Programme Master's;
2. gaining the minimum number of credits for the Honours Programme Master's.
3. 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 courses 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 courses for which a pass (V) has been earned or for which an exemption (VR) has been granted may not exceed 15 credits in total (programme 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 TU Delft Profiling Fund Regulations. If a part of the programme was completed before official enrolment in the programme, for instance in the form of exemptions, as part of an exchange programme, or because of the so-called 'Zachte knip' (COVID-19 measure) the duration of the study will be the period between the date of the first result and his or her taking the final examination.
 - e. no sanction has been imposed for fraud (ex article 7, section 8).
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 within 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 on behalf of the Board of Examiners by a member 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.
4. A student may request that the Board of Examiners for the Master's programme in Science Education and Communication (SEC) grants him or her a grade-one (eerstegraads) teaching qualification as referred to in

Article 33 section 1 part b 1° of the Dutch Secondary Education Act² once the following requirements have been fulfilled:

- the student has successfully completed the Education specialisation (the 'Verdiepingsdeel' of the Master's programme in Science Education and Communication, track Science Education) as part of the Master's programme for which the Master's degree certificate named in section 1 is issued (a mark with the meaning satisfactory or higher, a 'pass' (V) or an 'exemption' (VR) has been obtained for every course), AND;
- the student has completed the Master's programme.

If the SEC Board of Examiners grants this qualification, it will be mentioned on the certificate referred to in section 1 of this article.

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, course code, course 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 5 September 2022.

Adopted by the Board of Examiners on 29 August 2022.

² This means that the student will be authorised to teach all years of HAVO (higher general secondary education)/VWO (pre-university education) and prevocational secondary education (VMBO).