

# Rules and Guidelines Board of Examiners MSc Sepam, EPA and MoT 2015-2016

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**Rules and Guidelines of the Board of Examiners**  
**MSc Sepam, Epa & MoT**  
**2015-2016**

## **General**

### **Article 1      Scope of applicability**

These Rules and Guidelines govern the following Master's degree programmes of Delft University of Technology: Systems Engineering, Policy Analysis and Management, Engineering, Policy and Analysis and Management of Technology, referred to below as the 'Programme'.

### **Article 2      Definition of terms**

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

### **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 meetings are not public.
5. If a student submits a request or complaint to the Board of Examiners that involves a member of said Board, then the member in question shall not be involved in the handling of the request or complaint and will temporarily withdraw from the meeting.
6. A report will be drawn up regarding the matters discussed at meetings.
7. The Board of Examiners shall prepare an annual report of its activities during the previous academic year. The report shall be submitted to the Dean.
8. The term for members of the Board of Examiners is 2 years. Members can be reappointed not more than twice.

### **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      Ad hoc committees and external examiners**

1. The Board of Examiners may appoint ad hoc committees.
2. The members of staff responsible for providing the teaching in the relevant subject will be the examiners that conduct examinations. The Board of Examiners is entitled to appoint experts from outside the institution 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.

### **Article 6      Standards**

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

- a. maintaining the quality and selection requirements with respect to the examination or part of the examination in question;
- b. expediency, with the goal of:
  - limiting study delays of students who are making good progress in their studies;
  - and persuade a student to withdraw from the programme with as little loss of time as possible if it has become unlikely that the programme will be completed within a reasonable period of enrolment;

- c. warning students and taking appropriate action if they are in danger of taking on too great a study load;
- d. leniency with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

#### **Article 7 Language**

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

#### **Article 8 Fraud**

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme in which the student is enrolled. If a Board of Examiners receives a complaint relating to fraud about a student who is enrolled in a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. In case of fraud committed in group work by students from different study programmes, the Boards of Examiners will decide together which Board of Examiners will handle the complaint. The Board of Examiners dealing with the complaint will inform the other Board(s) about 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 writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, this will be noted in the report. The 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. The Board of Examiners will ask the student to add written comments to the report that was prepared by the examiner or invigilator.
6. The Board of Examiners will decide with respect to the case of fraud and can impose the following sanctions on the student depending on the gravity of the case, including repeated incidents of fraud:
  - a. a reprimand;
  - b. a decision that a mark will not be issued for the examination or practical in question;
  - c. exclusion from the examination or practical 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.
  - f. if a student is implicated in a serious case of fraud, then the Board of Examiners may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.
7. The Board of Examiners will not make a decision as referred to in subsection 6 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that no fraud has been committed.

#### **Article 9 Terms**

1. The Board of Examiners can only take applications into consideration if these are complete and have been submitted in the correct manner.  
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.
2. Unless paragraph 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.

3. 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.
4. 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 paragraph 2 or paragraph 3.

## Registering and withdrawing

### **Article 10 Registering for examinations**

In situation of 12.3 OER/UR 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.

### **Article 11 Registering for practicals**

In situation of 13.3 OER/UR the Board of Examiners authorizes the examiner to allow the student access to the practical. 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.

### **Article 12 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 approved final study programme to the Student Administration no later than the day on which the period referred to in subsection 1. commences.
3. All requirements must be met and all results must have been submitted to the Student Administration no later than 5 working days before the meeting for the degree audit in question.
4. See the digital Study Guide and the Graduation Portal for further details.
5. The Student Administration has the possibility of putting a student forward for a degree audit if it has established that the student has met all 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 withdraw 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 13 withdrawal/absence**

1. Withdrawal from the degree audit is possible up to the day before the meeting for the audit in question is due to be held; this is arranged with the Student Administration.
2. Any student who has withdrawn from the degree audit should re-register on a subsequent occasion, in accordance with the provisions of Article 12.

## Examinations and practicals

### **Article 14 Taking written and oral examinations**

1. When the examination is administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant (and identical) predetermined standards in accordance with the provisions of Article 17, subsection 2. If necessary the Board of Examiners will designate an examiner who is primary responsible for administration of the examination.
2. In individual cases the Board of Examiners may allow a student to take an examination in a form other than a written examination. The request for this must be substantiated.
3. An oral examination will be conducted by two examiners.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.

## **Article 15      Questions and assignments**

1. The questions and assignments covered by an examination will not include material that is not part of the sources that are to be made known in advance and from which the questions and assignments are derived. These sources will be generally made known before commencement of the coursework that prepares students for the examination. The exact scope of the material will be finalised no later than one month before the examination is taken.
2. The questions and assignments contained in an examination are to be a well-balanced representation of the materials studied.
3. The examination will reflect the content and form of the course objectives.
4. The questions and assignments will be clear and unambiguous. The method of assessment is to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be.
5. At least three weeks before the written examination, the examiner will give the students the opportunity to familiarise themselves with examples of representative examination questions and answers and the examination assessment standards.
6. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.
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 16      Order 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 "Guidelines for the invigilation of examinations", which will be available in the examination location
2. Only students who have registered according to the relevant procedure ( see TER, article 12) 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, 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 paragraph 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<sup>1</sup>.
11. A student who does not meet the provisions laid down in or pursuant to paragraphs 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.

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<sup>1</sup> The permitted graphing calculators are:

- Casio FX-9750GII, FX-9860GII of FX-9860GII SD, CG20
- Hewlett Packard 39GII
- Sharp EL 9900
- Texas Instruments 83 plus, 84 plus silver edition of 84 plus C silver edition
- Texas Instruments TI-Nspire CX, only the version without CAS (the TI-Nspire CAS is not permitted). Texas Instruments also provides an externally mounted cradle which permits communication with an external computer. The cradle is not permitted.

Older types are also permitted, but it is possible that some assignments cannot be answered or are more difficult to answer using them.

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 paragraphs 9, 10, 12 and/or 13 shall in all cases be regarded as instances of suspected fraud (see Article 8) 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 paragraphs 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 17      Assessment**

1. The assessment method, including the weighing of components, is to be transparent such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 14(1), on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction.
3. A result will be indicated by a mark, a V (*voldoende* - pass), an O (*onvoldoende* - fail) or a VR (*vrijstelling* - exemption).
4. A final mark for a subject will be expressed in a whole mark, a half mark or in a mark in decimals from 1.0 to 10.0. The meaning of the marks is as follows:
 

9.5 – 10.0	Excellent
8.5 – 9.4	Very good
7.5 – 8.4	Good
6.5 – 7.4	More than satisfactory
6.0 – 6.4	Satisfactory
4.5 – 5.9	Nearly satisfactory
3.5 – 4.4	Unsatisfactory
1.0 – 3.4	Very poor
5. 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:
  - The mark for a component examination will be expressed in tenths, where hundredths greater and equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down. A result for interim component examination or practical may be included in the determination of the final mark only if it is at least a 5.0.
6. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
7. Final marks that are earned in another degree programme at this or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. The provisions of Article 31 apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.

#### **Article 18      Registration and publication of results of exams and practicals**

1. Article 20 of the Master's Teaching and Examination Regulations determines the manner in which the results of an exam will be communicated.
2. The examiner will send the results of exams to the Student Administration for registration, indicating the date on which the written examination was held or the oral examination was taken.

3. If practicals have been arranged as separate components, the examiner will send the results of those components to the Student Administration for registration, indicating the date on which the practical was completed.
4. The examiner may lay down further rules with respect to the final date on which a report may be submitted or on which a practical must be completed. These rules must be included in the course overview contained in the study guide.

#### **Article 19 Official date of completed exams and practicals**

1. The official date of an exam will be the date on which the written or oral exam was taken.
2. The date of a practical will be the date on which the final report is submitted or the oral final presentation is held, or, if there is no report or final presentation, the date on which the practical ends.

#### **Article 20 Retention of work and results**

1. Due to the possibility of appeals proceedings, student work that has been assessed, with the exception of three-dimensional projects, must be retained for at least two years after the date of examination or finishing the practical. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
2. In connection with the re-accreditation of the study programme, in contravention to subsection 1, successfully completed Master's theses and the related filled out evaluation forms must be retained for at least seven years.
3. The results of exams and practicals will be retained by the Student Administration for a period of at least 10 years.

## **Exemption**

#### **Article 21 Exemption application procedure**

An application for an exemption from all or part of a 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 22 Official date of an exemption**

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

#### **Article 23**

*article remains empty*

#### **Article 24**

*article remains empty*

#### **Article 25**

*article remains empty*

## **Further rules governing Master Thesis Project**

#### **Article 26**

*Article remains empty*

#### **Article 27 Composition of the assessment committee for Master Thesis Project**

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 modules of the:

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

**Chair** a full professor (permanent staff) from the Faculty of TPM, or the Faculty of Architecture as far as they participate in at least one of the following programmes: TB, SEPAM, EPA and MOT. The programme director of the MSc-programme involved may also act as Chair.

**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 who are involved in the B&S domain within TB and Sepam*

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

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

#### **Article 28**

*Article remains empty*

#### **Article 29 Official date of the Master Thesis Project results**

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

## **Curriculum components completed elsewhere**

#### **Article 30 Inclusion in the degree audit programme**

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 15.

#### **Article 31 Provision of information**

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

## **Pass/fail rules**

#### **Article 32 Pass/fail rules governing Master's degree audit**

1. The student meets the requirements for the degree audit once the following have been met:
  - a. a result has been earned for all subjects: 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 subsection 1. It will stipulate additional requirements if necessary.

### **Article 32A Pass/fail rules governing the Honours Programme Master**

The student meets the requirements for the Honours Programme Master once the following have been met:

- a. A pass mark has been achieved for all subjects in the Honours Programme Master.
- b. The duration of study for the Master's degree programme and the Honours Programme Master from which any delay in studies due to circumstances beyond the student's control has been subtracted is a maximum of two years. In exceptional circumstances, the Board of Examiners can deviate from this time period.

### **Article 32B Pass/fail rules governing annotations**

The student has passed an annotation as set out in Article 4 of the Master's Programme Regulations if he/she has achieved a pass mark for all subjects.

## **Conferring the predicate 'cum laude'**

1. A student can receive the designation 'cum laude' for the Master's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
  - a. the weighted average of the results of the subjects not including the Master Thesis Project is at least 8.00; passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits for 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.
  - c. the result for the Master Thesis Project is at least 8.5.
  - d. The time from the date of first registration in Master programmes does not exceed 24 months.
  - e. No sanction has been imposed for fraud (ex. Art. 8.6)
2. In individual cases the Board of Examiners may decide to grant the designation 'cum laude' to a student who does not meet the requirements referred to in subsection 1.  
If the student in question has shown exceptional skills in the degree programme in question. As to the requirement 1d the Board of Examiners may correct the time for the months that the student, due to exceptional circumstances, has not been able to study.

## **Degree certificates and results achieved**

### **Article 34 Degree certificate, transcript and supplement**

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The degree certificate for the Master's degree audit will be signed by the chairperson on behalf of the Board of Examiners.
3. A supplement in English will be provided which will in any event indicate the results achieved.

### **Article 35 Statement of results achieved**

1. A student who has successfully taken one or more exams and to whom the degree certificate within the meaning of Article 34 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student's personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were earned.
2. A statement as referred to in subsection 1 must be requested from the Student Administration.

## **Appeal and final provisions**

### **Article 36 Appeals against decisions made by the Board of Examiners**

An appeal may be brought against a decision made by an examiner within a period of six weeks after the person in question has been notified of the decision. Appeals may be brought before the Board of Examiners.

An appeal may be brought against a decision made by the Board of Examiners within a period of six weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the exams referred to in Article 7.60 of the Higher Education and Research Act. The Board of Examiners will refer to this possibility of appeal in its decision.

### **Article 37 Amendments to the Rules and Guidelines of the Board of Examiners**

No amendments may be made to these Rules and Guidelines that apply to the current academic year unless the students' interests remain reasonably unaffected.

### **Article 38 Unexpected circumstances**

Insofar as these Rules and Guidelines do not provide for specific circumstances, the Board of Examiners will make a decision that is in line with these Rules and Guidelines to every extent possible.

### **Article 39 Entry into force**

These Rules and Guidelines will enter into force on 1 September 2015

### **Article 40 Citation title**

These regulations may be referred to or cited as the 'Rules and Guidelines of the Board of Examiners for the MSc programmes: Systems Engineering, Policy Analysis & Management, Engineering, Policy Analysis and Management of Technology 2015-2016'

**Adopted by the Board of Examiners 31 August 2015**