

Annual Report Board of Studies for the MSc Programmes 2018-2019

Faculty of Technology, Policy and Management – TU Delft

In this document the Board of Studies (BoS) MSc reports about its activities during the academic year 2018-2019. The BoS for the MSc programmes of the faculty of Technology, Policy and Management (TPM) consists of both staff and student members of the MSc of TPM. The three MSc programmes are: Complex Systems Engineering and Management (CoSEM), Engineering and Policy Analysis (EPA) and Management of Technology (MoT). The BoS advises both asked and unasked the Dean, Director of Education and the Programme Directors about subjects related to the quality of the education of the MSc programmes. An advice of the BoS is powerful because the students and the staff form a joint position. The tasks legally assigned to the BoS MSc are specified in annex 1.

Meetings and formal matters dealt with

During this academic year, the BoS MSc consists of six staff members and six student members. Also, a standing invitation to attend all meetings of the BoS MSc was sent to the Commissioner of Master & Career of Curius, the student association of TPM. The full list of members is given in annex 2. During the first meeting, a chairman, a vice-chairman and a secretary have been appointed. Maarten Franssen was elected as chair and Max Bosch as vice-chair. The BoS MSc met six times this year, where each meeting took about one-and-a-half hours. The first meeting took place on the 28th of November 2018. Subsequently, the other five meetings took place on 17 January 2019, 7 March 2019, 25 April 2019, 23 May 2019 and 20 June 2019. During each meeting, minutes were taken by the student who had volunteered to do this, Yasmin Aruni. These minutes and the other important used documents were used to make this annual report.

Main activities during 2018-2019

1. Issues falling under the right of approval of the BoS MSc

- (i) In the meetings of 7 March and 25 April, the BoS MSc discussed the new TER for 2019-2020. Basically, the BoS has to see how things went last year and give suggestions for next year. During the meeting of the 25th of April, the BoS discussed how to execute this legal task of the BoS and they were thinking about invite program directors to come together. On the 23th of May, the BoS gave feedback on the TER 2019-2020. The points the BoS gave feedback on were: (i) the Admission Criteria – the TER mentioned admission criteria regarding bachelors, but it is not very clear. It would be good to have more examples of what kind of bachelors are needed to get into the master's program. (ii) Projects and essays are not explicitly mentioned in TER. Consequently, it would become very difficult for teachers. For instance they cannot offer a retake for projects without business partners. Essays are considered to be an exam as far as the document is concerned. There are such problems, where essays are offered as a re-do. Exams and others are treated differently by professors. In general, that's something that should be changed. The form of grading is very subjective. (iii) Article 12, 40 EC per semester – that limits students to do one extra course per quarter, 40 EC is quite limited. The BoS prefers two courses extra in a normal curriculum (15EC). In the meeting of 20 June, the BoS approved of most of the text of the articles falling under its right of approval, but noted that there were still a few technicalities that had to be sorted out before its approval could be communicated. After settling these technicalities with Sonja Heijink and the relevant programme directors, Maarten Franssen sent a letter to the dean of TPM (prof. E.J. Fischer) on 9 July to notify him of the board's approval of the articles falling under the board's right of approval. This letter also included some suggestions for changes elsewhere.

2. *Issues of relevance to the general role of the BoS MSc*

In the meeting of the 25th of April, the information balance was discussed. There is a different understanding between Dutch and international students: students missed out on rights. Rolf Künneke (BoE) advises O&S to let students know about the rules and regulations. The faculty has to provide sufficient information to the students. A student adds to this that it is also important to share the responsibility. For instance, also in the central information for financials. Foreign students don't know about this information regarding financial disadvantages. There is a need to inform students, to ensure that there are no knowledge/information gaps between students.

3. *Issues directly related to the MSc programmes*

- (i) The main subjects at CoSEM which have been discussed during several meetings were: case studies and official documents are only available in Dutch and the absence of the CoSEM evaluations. During the second meeting (17th of January) the EPA students came up with their point about the problem about Dutch case studies and Dutch official documents from the faculty. These studies and documents should also be available in English, otherwise the international students are not receiving the same education. Wendela (OKZ) contacted the module managers. Also, the evaluations which were held at EPA were discussed, because they are no longer available. The students thought it's very important to have the possibility to see the evaluations as an OC. Wendela considered if we had to be transparent to the students about the evaluation results, in respect to privacy. Everyone agreed it is important to have access to the evaluations.
- (ii) The main subjects at EPA which are discussed at several meetings were: there is a problem with different knowledge, change in module managers, balancing modelling with political science, evaluation of EPA in the Hague and different expectations from different courses. At EPA, there are a lot of different backgrounds. The students would like the same videos as at CoSEM, where lectures are provided for students with less prior knowledge. Also, there was a change in module managers this year. The faculty is, because of these changes, planning to organize an evaluation of the program structure. They are also working on an evaluation about whether EPA should stay in the Hague or not. Further, there are different expectations from different courses when looking at the programming level in the first year. Students want the course module managers to get together and discuss so that the content does not overlap between courses.
- (iii) The graduation portal from MOT is redecorated. Also, students had the idea to offer the thesis preparation course twice a year.

4. *Contacts and communication with other Faculty bodies*

- (i) In the meeting of the 25th of April, Rolf Künneke joined to discuss about the role of the Board of Examiners. The communication between the BoE and course managers should be improved; it is unclear how to organize the course, the expectations, and formal documents that act as guideline for the course managers. Also, there are issues with admittance criteria and how they are phrased. BoE also advises students to drop out when they have to, but it could be prevented early on, even before the acceptance. The FSC asked if the students (via the FSC) could also be involved in the formulation of advices that are being sent to the directors and O&S. Wendela could do that. Important note: the BoE is not a policy body and does not want to become one.
- (ii) During the second meeting on the 17th of February, the education coordinator (Sonja Heijink) joined the meeting to give some explanations about the TER 2019-2020. She also mentioned the preferred date for the approval of the TER, which was the 20th of June.
- (iii) In the meeting of 7 March, the program directors joined the meeting. The three directors all wanted to have more contact with the BoS. They started with some major changes in their masters;

- a. CoSEM: the domain track of built environment is no longer there.
- b. EPA: Change in module managers, planning to have an evaluation of program structure in this year. Challenges: python programming capability, difference between TB and non-TB. TU Delft will put up Python for all bachelors of TU Delft. Another challenge: balancing modelling with political sciences.
- c. MOT: stable, not a lot of changes. The program director would like to offer the thesis preparation class to be given twice a year.

Further, they spoke about the extent to which CoSEM and EPA are recognized to be separate programs. An important difference of EPA is their policy part. CoSEM focuses more on technology.

(iv) On the 20th of June, the director of education (Neelke Doorn) joined the meeting. In this meeting the latest version of the TER 2019-2020 was discussed with a view to the board's final verdict. Since the board's earlier comments with respect to the articles falling under the BoS's right of approval had all been dealt with to the board's satisfaction in the version of the TER now available, the bulk of the discussion concerned articles where the BoS had right of advice;

- a. Article 12: students have to register half a year in advance. Neelke: based on other universities, it's really beneficial and thus what we want. Problems such as overcrowding happen much less frequently.
- b. Article 26: In the first version of the TER, *individual study supervision* was a much too strong translation about what is going on. Straightforward suggestion: use the term *counselling* and *monitoring*. Neelke: it is more important to be synced with other faculties than with other universities. Neelke can inform the university.

Annex 1: Formal tasks of the Board

The tasks of the Board of Studies are described in the Higher Education and Research Act (WHW, Article 9.18). These tasks are:

1. To exercise its right of approval of the Teaching and Examination Regulations (TER) of each of the three MSc programmes of the faculty insofar as these regulations concern: (a1) the way in which the teaching in the programme is evaluated, (b) the contents of the programme, (c) the final attainment levels of the programme, (d) the organization of practical exercises, insofar as necessary, (e) the study load of the programme and of its components, (g) the assessment of whether the programme exceeds a size of 60 EC, and (v) the way students are selected for the tracks of the programme, insofar as the programme has tracks.
2. To advise on the TER concerning all remaining aspects.
3. To annually assess how the TER has been implemented.
4. To advise the Programme Directors of the three MSc programmes and the Dean on all matters that concern the teaching in the three MSc programmes

Annex 2: List of members and attendees at BoS meetings 2018-2019

Teaching-staff members

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| Maarten Franssen | chair |
| Behnam Taebi | |
| Hadi Asghari | |
| Yilin Huang | |
| Stephan Lukosch | |
| Marc de Reuver | |

Student members

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| Yasmin Aruni | first year MoT |
| Veroniek Binkhorst | first year CoSem |
| Max Bosch | second year CoSem, vice-chair |
| Mythili Ezhilkumar | second year MoT |
| Safwan Shurieh | first year EPA |
| Martine Keulen | second year EPA |

Regular attendees

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| Wendela Louwerse-Houtzager | educational advisor at department of Education and Study Affairs, TPM |
| Mira Groot | commissioner Master & Career of S.V.T.B. Curius |
| Martijn Oostdam | representative FSC |

Occasional attendees

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| Neelke Doorn | director of education, TPM |
| Ivo Bouwmans | programme director CoSEM |
| Bert Enserink | programme director EPA |
| Robert Verburg | programme director MoT |
| Rolf Künnike | chair Board of Examiners |
| Sonja Heijink | coordinator of education at department of ESA, TPM |