

Annual Report Board of Studies for the MSc Programmes 2021-2022

Faculty of Technology, Policy and Management – TU Delft

(Approved BoS meeting 12 December 2022)

In this document, the Board of Studies (BoS) MSc reports about its activities during the academic year 2021-2022. The BoS for the MSc programmes of the faculty of Technology, Policy and Management (TPM) consists of staff and student members of the MSc's 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 provides solicited and unsolicited advice on the quality of education of the master programmes to the dean, the Director of Education and the Directors of Studies at the TPM faculty. The advice of the BoS is powerful because the students and the staff form a joint position.

Meetings and formal matters dealt with

During the academic year, the BoS MSc consists of six staff members and six student members. In addition, a standing invitation to attend all meetings of the BoS MSc was sent to the Directors of Studies, the Commissioner of Master & Career of Curius (the student association of TPM) and to a member of the Faculty Student Council. The full list of members is given in annex 2. In the first meeting on the 1st of November 2021, Geerten van de Kaa was selected as chair and Job Wever as vice-chair. The BoS MSc gathered five times in the academic year; on the 1st of November 2021, 14th of December 2021, 15th of February 2022, 10th of May 2022 and 16th of June 2022. Due to Covid measurements still being in place, the first three meetings were fully online, whereas the last two meetings were in hybrid form with part of the BoS attending online and part on Campus.

Main activities during 2021-2022 - Discussions & Recommendations

- In the first meeting, the Rules of Operation of the Board of Studies were arrested for 2021-2022.
- In the meeting of the 15th of February, each subgroup appointed one teacher and one student who would read and provide feedback on the TER for 2022-2023. In August, the final approval was given.
- On the 22nd of March, the Board of Studies agreed to the increase of English language requirements for international students.
- The Board of Studies agreed to the soft cut ('Zachte Knip') to alleviate bachelor students who almost finished their bachelors but have up to 10 ECTS open. Because of ongoing issues with Covid, these students can start with their masters.
- The thesis process was discussed with the thesis coordinator in the meeting of May 10th. The advice was to evaluate the thesis process by means of a student survey. Moreover, the thesis process will further be discussed and improved in 2022-2023, for which the thesis coordinator will be invited to attend the BoS meeting.
- The annual reports of all three masters programmes were presented and discussed on May 10th.
- The draft TPM Faculty Quality Assurance Handbook was shared with the Board of Studies and feedback was provided. This updated handbook was agreed on. A new version and deeper evaluation of the handbook is expected to be developed in 2022-2023, after the TU Delft Handbook document is received.

- In the course of the fourth quarter, the Board of Studies was alerted regarding the shortening of Q4 from 11 to 10 weeks, with the retake exams scheduled shortly after the regular exams. This will be further addressed and evaluated in 2022-2023.
- A SWOT analysis was shared by the Directors of Studies with the subgroups, where they were discussed. In the meeting of the 16th of June, the analysis were discussed in the general meeting.

i. Discussions in subgroups of study programs

- The main subjects that were discussed for CoSEM were how the formation of groups varied between courses and the diversity in inflow for the programme and how to address this.
- The main subject discussed for EPA was also the diversity in inflow for the master programme and the consequent homologations of the curriculum.
- The main subject for MOT was the pilot started with admission by selection to prevent an unbalanced influx of non-European students compared to European students. In addition, the increasing February influx was also discussed.

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 2021-2022

Staff members

Geerten van der Kaa	Chair – Teacher MOT
Geertje Bekebrede	Teacher CoSEM
Tobias Fiebig	Teacher CoSEM
Yilin Huang	Teacher EPA
Laurens Rook	Teacher MOT
Jill Slinger	Teacher EPA
Natalie van der Wal	Teacher CoSEM

Student members

Job Wever	Vice Chair – Student MOT
Michael Glaser	Student MOT
Maike van Kesteren	Student CoSEM - Minuteer
Kees Keulemans	Student CoSEM
Khamid Mukhamedov	Student EPA
Daan Tromp	Student EPA

Regular attendees

Wendela Louwerse-Houtzager	ESA
Ivo Bouwmans	Director of Studies CoSEM
Haiko van der Voort	Director of Studies EPA
Robert Verburg	Director of Studies MOT
Lisette Schipper	Faculty Student Council
Tom Hillenaar	Curius

Occasional attendees

Zenlin Roosenboom-Kwee	Director of Studies
Lisa van Heest	Education Advisor
Neelke Doorn	Director of Education