

**JOINT MODEL BSc / MSc**

**Rules and Guidelines of the Board of Examiners**

**General**

**Article 1      Scope of applicability**

These Rules and Guidelines govern the Delft University of Technology's ..... [Bachelor's degree programme / Master's degree programme], referred to below as the 'Programme' [BACHELOR'S DEGREE PROGRAMME ONLY: Responsibility for the quality of the examination of the minor lies with the Board of Examiners of the programme(s) to which the minor belongs. Responsibility for the minor students lies with the Board of Examiners of the Bachelor's programme on which they are enrolled. If a minor does not belong to a particular programme, it is up to the coordinating faculty to determine which Board of Examiners the minor should be assigned to, with the understanding that this Board of Examiners is also responsible for the quality of the minor examination. The responsibility for minor students who are not enrolled on a Bachelor's programme is borne by the Board of Examiners referred to in the previous sentence.]

**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 ..... [Bachelor's degree programme / Master's degree programme] Teaching and Examination 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. .... is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners decide jointly which of them shall deputise for the chair in case of 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 leave 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.

**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 chair 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.
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be 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.

#### **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 others 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;
  - 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 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 discovered or 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 report and any evidence will be submitted to the Board of Examiners immediately.

4. If fraud is discovered or suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
5. If it has been established that fraud has been committed, or if there is a suspicion to that effect, 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. 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.
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, impose the following sanctions on students:
  - a. 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 above.When 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.
9. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose a sanction, as referred to in section 8 subsection a to d, 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 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:
  - 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;
  - a technical failure during the examination that renders the results untrustworthy.
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      Time limits**

The Board of Examiners will render a decision with respect to a student's application within 40 working days after the application is received or, if the application is submitted during an academic holiday or within a period of three weeks prior to an academic holiday, within 40 working days after the end of that holiday. The Board of Examiners may postpone making a decision for a maximum period of 10 working days. The student will be informed in writing of any postponement before the end of the period referred to in the first sentence.

### **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 add courses to his/her examination programme. In that case, the student will have the opportunity to do so the rest of the current academic year.

### **Examinations**

#### **Article 10 Administering examinations**

1. In special cases the Board of Examiners may allow a student to take an examination in a different form. The request for this must be substantiated.
2. A student's registration will be confirmed by or on behalf of the Board of Examiners during examinations.
3. In the event of unforeseen circumstances, the examination may be taken or retaken in a different way or at a different time and the way in which the result of the examination is indicated may be changed. The Board of Examiners will decide on this matter in consultation with the examiner.

#### **Article 11 Online proctored examination**

An examination may be held using online proctoring with the permission of the Board of Examiners if:

- a) no other means of examination is reasonably possible, and
- b) this takes place in accordance with the TU Delft Online Proctored Examination Regulation.

#### **Article 12 Questions and assignments**

1. The questions and assignments covered by an examination include only 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.

### **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 "Rules of Procedure for 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 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 required to show proof of identity using their campus card or valid identity document (passport, identity card or driving licence).
4. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination and the instructions that are given during the examination or immediately after it has ended.
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. Examination paper and scrap paper will be provided. The student immediately writes down his/her name on all papers. Only work written on official examination answer sheets will be assessed. The student must bring his/her own writing and drawing materials.
7. During examinations, students may not use or have available any aids such as pre-programmed calculators, computers, mobile telephones or other devices with similar functions unless the examiner has decided otherwise. If the use of any such item during an examination is permitted, students must themselves bring their own calculators or aids, which must be in compliance with the function limits determined by the Board of Examiners. The examiner may make an exception in this regard, provided this is announced before [.....].
8. During an examination the student may not have in his/her possession nor may he/she consult any books, lecture notes, other notes or other documents unless the examiner has decided otherwise.
9. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
10. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
11. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
12. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
13. Before the student's final departure from the location where the examination is being held (not earlier than 30 minutes after the examination in question has started) the student must hand in the examination work, on which he/she has written his/her name and student number 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.
6. If a course 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 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.
  - 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. In the event of a lower mark, no final mark will be given.
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 20 apply to final marks that are earned abroad.
8. 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
9. 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 course description in the study guide.

#### **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 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. By way of derogation of Section 1, three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published. In the event that no result has been published, the aforementioned period 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 / 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.
2. 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.

#### **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 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.
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.

### **Further rules governing internships and projects**

**Article 21 Internships**

*To be completed by the degree programme.*

**Article 22 Projects**

*To be completed by the degree programme.*

**Article 23 Official date of internship and project results**

1. The official date of the completion of the internship will be the date on which the final report is submitted.
2. The official date of the completion of a project will be the date on which the final report or project is submitted or the date on which the oral final presentation is given.

**Additional rules [Bachelor's graduation project / Master's thesis project]**

**Article 24 [Bachelor's graduation project / Master's thesis project]**

*To be completed by the degree programme.*

**Article 25 Composition of assessment committee [Bachelor's graduation project / Master's thesis project]**

A committee consisting of at least two examiners will be appointed by or on behalf of the Board of Examiners for the supervision and assessment of the [Bachelor's graduation project / Master's thesis project]. The members of the assessment committee will in any event come from two different research groups of the degree programme.

**Article 26 Working method of the assessment committee**

*To be completed by the degree programme.*

**Article 27 Dating result [Bachelor's graduation project / Master's thesis project]**

The official date of completion of the [Bachelor's graduation project / Master's thesis project] is the date on which the final oral presentation has taken place.

**Pass/fail rules and transition scheme**

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



1. The student has passed the [Bachelor's /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 [Bachelor's /Master's]**

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

1. gaining a pass for every component on the Honours Programme [Bachelor's / Master's];
2. gaining the minimum number of credits for the Honours Programme [Bachelor's / Master's].
3. The duration of study of the [Bachelor's degree programme / 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 [Bachelor's / Master's], must not exceed [3 years / 2 years], 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' [Bachelor's degree audits / Master's degree audits]**

1. A student may receive the predicate 'cum laude' for the [Bachelor's degree audit / 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 [Bachelor's graduation project / Master's thesis project] must be at least 8.0; passes (V) and exemptions (VR) will not be taken into consideration;
  - b. the number of credits from the courses for which a pass has been earned or for which an exemption has been granted may not exceed 40 credits in total.
  - c. the result for the [Bachelor's graduation project / Master's thesis project] must be at least .....
  - d. the duration of study, that is, the period between the student's enrolment on the programme and their taking the final examination, must not have exceeded...., allowing for any delays officially recognised in accordance with the Graduation Support Scheme (RAS) of TU Delft Profiling Fund Regulations.
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 certificate shall be signed by ..... 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.

#### **BACHELOR'S DEGREE ONLY**

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 limited grade-two (tweedegraads) teaching qualification as referred to in Article 33 section 1a of the Dutch Secondary Education Act<sup>1</sup> once the following requirements have been fulfilled:
  - the student has obtained at least 30 credits in the examination programme for the Education minor, and has successfully completed the programme (a mark with the meaning satisfactory or higher, a pass (V), or an exemption (VR) has been obtained for every course) and
  - the student is entitled to this qualification, in accordance with the 'Education Minor correspondence table' ('verwantschapstabel educatieve minor')
  - the student has completed the Bachelor'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.

#### **MASTER'S DEGREE ONLY**

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 Act<sup>2</sup> 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.

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<sup>1</sup> This means that the student will be authorised to teach the first three years of HAVO (higher general secondary education)/VWO (pre-university education) and the theoretical curriculum of prevocational secondary education (VMBO).

<sup>2</sup> 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).

**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 shall enter into force on 1 September 2021

**Adopted by the Board of Examiners on <date>**