

TEACHING AND EXAMINATION REGULATIONS

**(see Article 7.13 of the Higher Education and
Research Act)**

MASTER'S DEGREE PROGRAMMES

OFFSHORE & DREDGING ENGINEERING

DELFT UNIVERSITY OF TECHNOLOGY

Section 1 - General

Article 1 – Areas to which the regulations apply

1. These regulations apply to the teaching and the examinations related to the Master's degree programme in Offshore & Dredging Engineering, hereafter to be referred to as the programme.
2. The teaching and organisation of the programme is the responsibility of the Faculty of Mechanical, Marine and Materials Engineering at Delft University of Technology, hereafter to be referred to as the faculty.
3. The programme is governed by Implementation Regulations which constitute part of these Teaching and Examination Regulations.

Article 2 – Definitions of terms used

The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Scientific Research Act, insofar as they are defined in that Act.

The following terms are to be defined thus:

- a. the Act: the Higher Education and Scientific Research Act (in Dutch, the WHW), in the Dutch Bulletin of Acts, Orders and Decrees, number 593 and as amended since;
- b. the programme: the Master's degree programme as denoted in Article 7.3a subsection 1, paragraph b of the Act;
- c. student: anyone enrolled at Delft University of Technology as a student or extraneous student for the purpose of benefiting from education and/or for the purpose of sitting the examinations and undergoing the degree audit which form part of the programme;
- d. cohort: the group of students who have registered for a degree programme for the first time in a given academic year;
- e. teaching period: half a semester;
- f. subject: a teaching unit within the programme as intended in Article 7.3, subsection 2 and 3 of the Act; a subject can consist of a number of components;
- g. practical: a practical exercise as intended in Article 7.13, subsection 2, paragraph d of the Act, taking one of the following forms:
 - writing a thesis,
 - conducting a project or experimental design,
 - completing a design or research assignment,
 - completing a project,
 - conducting a literature review,
 - completing an internship,
 - participating in fieldwork or an excursion,
 - conducting tests and experiments,
 - participating in other educational activities aimed at enabling participants to attain certain skills;
- h. examination: an assessment of the knowledge, insight and skills of a student in relation to a subject, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;
- i. component examination: an assessment of the knowledge, insight and skills of a student in relation to a component within a subject, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;

j. degree audit:	an assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all examinations in the various subjects that constitute the programme have been successfully completed;
k. Board of Examiners:	the programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act;
l. examiner:	the individual who, in line with Article 7.12, subsection 3 of the Act, has been appointed to set the examinations;
m. Implementation Regulations:	the Implementation Regulations which form part of these Teaching and Examination Regulations;
n. credit:	a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours;
o. working day:	Monday to Friday with the exception of recognised national public holidays;
p. study guide:	a digital guide to the programme containing specific information pertaining to the various subjects;
q. institute:	Delft University of Technology;
r. Blackboard:	the electronic system designed for the exchanging of teaching information;
s. Osiris:	the electronic education register system;
t. disability:	all conditions which are (at least for the specified period) chronic or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting examinations or taking part in practicals.
u. academic year:	the period from 1 September till 31 August of the following calendar year;
v. bridging programme:	a deficiency programme aimed at moving up to a Master's degree programme, while enrolled in a Bachelor's degree programme, but without obtaining a Bachelor's degree;
w. course duration:	the duration starting from the enrolment of the student till the last examination.

Article 3 – The programme objective

The programme aims to educate students to become a Master of Science in Offshore & Dredging Engineering, whereby the final attainment levels described in Article 4 must be achieved.

Article 4 – The programme's final attainment levels

Students with a Master diploma in Offshore Engineering will meet the following qualifications, matching the **Dublin descriptors**:

A. General skills and attributes

1. Analytical and Communication Skills

- 1.1. They will be able to apply their specific cognitive and intellectual skills in a multidisciplinary context for an externally required result. The graduates will be able
- 1.2. to take engineering and technology questions from practice, understand the problems, formulate them and then communicate them to others;
- 1.3. to analyze engineering and technology questions and formulate a solution;
- 1.4. to understand and/or assess the impact of possible solutions on the life cycle of products, on sustainability and on environmental, socio-economic, legal etc. factors;
- 1.5. to adequately report, both written and verbally, in appropriate (depending on the audience) language and terminology the results and work practices to persuade others about the benefits of new ideas and inventions;
- 1.6. to communicate adequately in their native language and in English.

2. Modeling, Creative and Synthesis Skills

The graduates will be creative and have intellectual skills to be able to work in all areas of their engineering field and cooperate with other disciplines; The graduates will have

- 2.1. insight into the basics of natural and relevant socio-economic sciences, and scientific method, such that they can study and understand their effects, in particular their application to engineering and technology and their potential to develop innovative solutions;
- 2.2. deductive skills, partly acquired through studies of e.g. mathematics, in order to analyze and lead to new knowledge, especially with view of new engineering methodologies;
- 2.3. a lateral way of thinking and be able to use abstraction, such that they can explore new paths to new solutions;
- 2.4. representative knowledge of their engineering and technology disciplines, methods, and tools, with an emphasis on mathematical, physical or socio-economic modeling and system approach. This includes the ability to design and conduct experiments, as well as to analyze and interpret data;
- 2.5. an operational understanding of system techniques, which may involve transformation of market-oriented needs in specified demands, followed by an adequate system configuration through an iterative application of function analysis, synthesis, optimization, definition, construction, judging and evaluation.

3. Engineering in Society

The graduates will:

- 3.1. understand their talents and choices as well as the effects of new developments and technologies on societal processes;
- 3.2. promote, through their actions, an understanding by society of the possibilities and results of their professional activities;
- 3.3. have awareness of possible safety implications of their work;
- 3.4. be aware of their overall responsibility for their work.;
- 3.5. be able to work in an international environment.

4. Personal Development

By attaining the Master's in an engineering subject, the graduates will have developed the following:

- 4.1 independent gain and application of knowledge;
- 4.2 an independent and research study approach;
- 4.3 insight into complex decision-making processes;
- 4.4 insight into aspects of long-term development;

- 4.1 insight into the structure and functioning of companies through economic, company and legal management;
- 4.2 insight into the ethical aspects of the engineering profession;
- 4.3 work in a team and/or lead a team.

B. Skills and competences specific for a particular subject include:

1. required core knowledge and understanding in their field of study;
2. knowledge of methods and technical practice in their field of study;
3. training in theoretical knowledge and methods including modeling;
4. advanced knowledge of some areas in their field of study;
5. specific attitude and way of thinking expected in a particular subject;
6. awareness of connections with other disciplines and ability to engage in interdisciplinary

Article 5 – Admission to the programme

1. All students possessing a certificate proving that they have successfully completed their Bachelor of Science studies in Marine Technology, Mechanical Engineering and Civil Engineering will be admitted to the programme.
2. Students who do not possess the degree mentioned in subsection 1 are required to obtain proof of admission to the programme from the dean, who will seek the advice of the admission committee on this matter.
3. In order to obtain proof of admission, the student must meet or, as the case may be, possess:
 - a. the general relevant criteria set by the Executive Board in the "Policy on fees and enrolment", laid down in Appendix 1 of the Student Charter (central part), and clarified in Part 1.2 "Entrance and admission" of the mentioned Student Charter,

- b. a certificate, together with the accompanying list of marks, proving that he/she possesses knowledge of a sufficiently high level and broad scope to successfully complete the programme within the allotted period.
4. Students with a foreign Bachelor's degree certificate may only be admitted to the programme if they have a Grade Point Average of at least 75% of the maximum points available, unless specific requirements are defined for the country in which the student obtained his/her Bachelor's degree certificate (see website TU Delft).

Article 6 – Completion of bridging programme prior to the degree programme

1. A student who is enrolled on a Bachelor's degree programme for a bridging programme with the aim of being admitted to the degree programme at TU Delft, must complete this bridging programme within two academic years.
2. After the course duration of the bridging programme the enrolment of the student will be cancelled. The student can request for an extension of the course duration for a period of at most twelve months. On this request a well-founded decision will be made.
3. The Executive Board will set the fee to be charged, as denoted in Article 7.57i of the Act, for the enrolment as student in a bridging programme and for the extension thereof, as denoted in subsection 2 of this article.

Article 7 - Colloquium Doctum

Not applicable.

Article 8 – Taking the programme on a full-time or part-time basis

This programme is taught only on a full-time basis.

Article 9 – Language

1. Classes are taught and examinations and degree audits take place in English.
2. Should a student request permission to complete one or more parts of the examination or the degree audit in a language other than English, this will be subject to the stipulations of the Board of Examiners in this regard, as laid down in the Rules and Guidelines of the Board of Examiners.

Section 2 - Composition of the study programme and the degree audit

Article 10 – Composition of the study programme and the degree audit

1. The composition of the study programme and the relevant transitional regulations are laid down in the Implementation Regulations (<http://studyguide.tudelft.nl>). Teaching will be provided in the manner described in the study guide.
2. The Master's degree audit forms part of the programme. The programme has a total study load of 120 credits. When a student follows two Master's degree programmes at TU Delft at the same time, he must obtain at least 60 extra unique credits besides a complete Master's degree programme of 120 credits.
3. It is not permitted for any subject in the study programme to have been part of the student's Bachelor's degree programme. The Board of Examiners decides whether the subject has been part of the Bachelor's degree programme. If a compulsory subject in the study programme was already completed, the Board of Examiners will designate an alternative subject in its place. If an elective subject in the study programme was already completed in the aforementioned Bachelor's degree programme the student will propose an alternative elective subject.

Section 3 – Honours Programme

Article 11 – Honours Programme Master

1. Students who meet the criteria referred to in the Implementation Regulations will be invited to register for the Honours Programme Master for outstanding Master's students.
2. Based on the criteria referred to in the Implementation Regulations, students will be selected and admitted to the Honours Programme Master by the director of studies or an Honours coordinator of Honours committee established by the director of studies.
3. The Honours Programme Master will comprise 20 credits:
 - a. At least 5 credits must be completed in the TU Delft-wide component of the Honours Programme Master, which consists of the following parts:
 - the subject "Critical Reflection on Technology", WM0355HT
 - playing an active role within the Honours Programme Master community
 - b. A maximum of 15 credits may be completed in the faculty component of the Honours Programme Master, the composition of which (including its content and options) is described in the Implementation Regulations.
4. Any student selected for participation in the Honours Programme Master must submit his or her options for the faculty component to the director of studies, the Honours coordinator or Honours committee for approval.
5. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Master have been met.
6. Any student who has successfully completed the Honours Programme Master will be awarded a certificate signed by the chair of the Board of Examiners and the Rector Magnificus.

Section 4 – Registering and withdrawing

Article 12 - Registering for written examinations

1. Registration to take part in a written examination is done by entering the required data into Osiris no later than 14 calendar days (that is, not *working* days) before the examination.
2. Students may submit a request to register for an examination after the deadline mentioned in subsection 1 has passed but no later than 3 calendar days before the examination in question, in Osiris. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place.
3. In the case of circumstances beyond a student's control, whereby the student is unable to register for the examination, the Board of Examiners can still permit the student to participate in the examination.
4. The following applies upon entering the examination room:
 - a. only students with valid proof of identity will be admitted to the examination. The following will be accepted as proof of identity: campus card, passport, identity card or driving licence.
and
 - b. students will only be admitted to the examination with a valid examination ticket and/or if they are included in the list of participants.
5. A student who has not registered for the examination and is therefore not included on the list of participants, may report to the invigilator on the day of the examination from 15 minutes before until the start of the examination. In so far that there are seats available, they will be admitted to the examination room half an hour after the start of the examination in the order they reported to the invigilator. The lack of half an hour examination time cannot be compensated. Students who have thus gained access to the exam will be added to the list of participants. The student takes the exam subject to the reservation that it will be investigated whether he/she is entitled to participate in the examination.

6. In case the investigation leads to the conclusion that the student was not entitled to participate in the examination, the examination work is invalid, will not be evaluated and does not lead to a result.
7. The student can submit a substantiated request to the Board of Examiners to have examination work that is considered to be invalid to be declared valid and to have it evaluated.
8. The Board of Examiners will only agree to the request in exceptional circumstances.

Article 13 - Registering for practicals

1. Registration for practicals will take place in the manner and by the deadline indicated in the study guide or on Blackboard for the practical in question.
2. In special cases the Board of Examiners may deviate from the period of registration referred to in subsection 1, however only in favour of the student.
3. Students who do not register for a practical on time may not participate in that practical. In exceptional circumstances the Board of Examiners may allow the student to participate in the practical.
4. If a student participates in a practical for which the student was not properly registered, the Board of Examiners will declare the results of the practical to be invalid.

Article 14 - Withdrawal or absence

1. It will be possible to withdraw from an examination via the examination registration system up to 3 calendar days before the examination takes place.
2. Any student who has withdrawn from an examination has to re-register on a subsequent occasion, in accordance with the provisions of Article 12.

Section 5 – Examinations

Article 15 – Number, times and frequency of examinations

1. There are two opportunities in each academic year for written examinations:
 - the first opportunity is at the end of the teaching period in which the subject is taught,
 - the second opportunity is at the end of the following teaching period or in case of courses of the fourth teaching period during the resit period in the months July and August.
2. The frequency of examinations is laid down in the Implementation Regulations. A timetable of all the opportunities for sitting written examinations is drawn up on an annual basis and distributed before the start of the relevant semester.
3. If there is no indication as to the number of times a particular examination can be taken in any one academic year because it relates to a subject not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply. The Board of Examiners reserves the right to make decisions that deviate from the norm regarding this matter.
4. Notwithstanding the provisions of subsection 1, there will be at least two chances in a year to sit examinations relating to subjects not taught in a given academic year.
5. In exceptional cases, the Board of Examiners may permit a deviation from the standard number of times that certain examinations can be taken.

Article 16 – Sequence of examinations

The sequence in which students are required to sit examinations and participate in practicals is laid down in the Implementation Regulations.

Article 17 – Validity of examinations

1. The result of an examination is valid for an unlimited period. However, in cases where the examination result dates from over four years ago, the Board of Examiners may impose an additional or substitute examination.
2. The terms of subsection 1 likewise apply to component examinations, unless the validity of the component examination is linked to a period of time in the study guide.

Article 18 – The form of examination and method of assessment

1. Examinations are set as described in the study guide.
2. The Board of Examiners may deviate from the provisions of subsections 1, in favour of the student.

Article 19 – Oral examinations

1. Only one student at a time will sit an oral examination, unless the examiner in question specifies otherwise.
2. Oral examinations will be held in public, unless determined otherwise by the Board of Examiners in a special case or unless the student has formally objected to the public nature of the examination.
3. Prior to an oral examination, the examiner must ask the student to provide proof of identity.

Article 20 – Determining and announcing the results

1. The examiner is required to determine the result of an oral examination as soon as it is finished and to supply the student with a written statement of the result.
2. In the case of written examinations, the examiner is required to determine the result as soon as possible after the examination but within 15 working days at most. The examiner forwards the necessary details to the student administration. Taking due account of the student's right to privacy, the student administration then ensures that the results are registered and communicated within 16 working days of the examination date. If the examiner is not able to meet these requirements due to exceptional circumstances, he or she must inform the Board of Examiners, stating the reasons for the delay, and as soon as possible informs the students.
3. Regarding any examinations that are not taken orally or in writing, the Board of Examiners will determine beforehand precisely how and within what period of time the student will be notified of the results.
4. When receiving the result of an examination, the student will be made aware of his or her right to inspect the results as referred to in Article 21, as well as the opportunity to lodge an appeal with the Examination Appeals Board.
5. In the event that a module requires consecutive, summative laboratory courses and the knowledge gained in an earlier laboratory course is important for participation in a subsequent laboratory course, the examiner will establish the result of the earlier laboratory course prior to the start of the subsequent laboratory course. If this is impractical, the examiner will schedule a discussion of the earlier laboratory course or publish the correct solutions in good time before the subsequent laboratory course.

Article 21 – The right to inspect the results

1. For a period of at least 20 working days after notification of the results of any written examination, the student has the right to inspect his or her marked work, on request. If a student intends to lodge an appeal regarding the marking of his or her work, he or she will be supplied with a copy of the marked work.

2. During the period referred to in subsection 1, all students who sat the exam may acquaint themselves with the questions and assignments set in the examination, as well as with the criteria used for marking.
3. The Board of Examiners may determine that the right to inspection or perusal referred to in subsections 1 and 2 will take place at a location specified beforehand and at no less than two specific times, also decided on beforehand. If the student can prove that he/she is or was unable to be present at the location at the set time due to circumstances beyond his or her control, then another opportunity will be provided, if possible within the period stated in subsection 1. The location and times mentioned in the first sentence will be announced well in advance.

Article 22 – Discussing the examination results

1. As soon as possible after the results of an oral examination have been announced, an opportunity can be arranged for the examiner to discuss the results with the student, either at the student's request or at the instigation of the examiner. At this meeting, the reasons behind the marks awarded will be explained.
2. For a period of 20 working days after the results have been announced, students who have taken a written examination may submit a request to discuss the results with the relevant examiner. The discussion will take place within a reasonable time span and at a place and time determined by the examiner.
3. In cases where a collective discussion is organised by or on the instructions of the Board of Examiners, a student may only submit a request, as described in the preceding subsection, if he/she was present at the collective discussion and if he/she provides a good reason for the request or if, due to circumstances beyond his/her control, he/she was unable to attend the collective discussion.
4. The provisions of subsection 3 are similarly applicable if either the Board of Examiners or the examiner first gives the student the opportunity to compare his/her answers with model answers.
5. The Board of Examiners may permit departures from the provisions of subsections 2 and 3.

Section 6 - Studying with a disability

Article 23 – Adaptations to help students with a disability

1. Students who have a physical or sensory disability are entitled to adaptations in teaching, examinations and practicals, on written request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a subject or an examination programme. The facilities provided to this end may involve adapting the form or duration of examinations and/or practicals to the student's individual situation or making practical aids available. Examples of adaptations can be found in the appendix.
2. The request referred to in subsection 1 should be accompanied by a recent medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognised dyslexia-testing bureau (i.e. registered with BIG, NIB, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
3. Requests for the adaptation of teaching facilities will be decided upon by the dean or by the director of studies acting on the dean's behalf. The Board of Examiners will decide on requests for adaptations to examinations.

Section 7 - Exemptions

Article 24 – Exemption from examinations or practicals

After having been advised by the relevant examiner, the Board of Examiners may decide to exempt students from an examination or practical on the grounds of:

- a. an examination, degree audit or practical completed within the Dutch higher education system or elsewhere which, as regards content and study load, corresponds with the examination or practical for which exemption is sought, or
- b. knowledge and/or skills acquired outside the higher education system.

Section 8 - Degree audit

Article 25 – The times and frequency of the degree audit

In principle, once a month there is an opportunity to take the Master's degree audit. The dates set by the Board of Examiners are published before the start of the academic year.

Section 9 - Study progress checks

Article 26

Not applicable.

Article 27

Not applicable.

Article 28 – Study progress checks

The student administration is responsible for ensuring that each student is able to see and check his/her own results via the student information system Osiris.

Section 10 - Contravention, changes and implementation

Article 29 – Contravening the regulations

If the study guide and/or any other regulations relating to the study programme and/or the examination programme prove to contravene these Teaching and Examination Regulations and the accompanying Implementation Regulations, precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the Implementation Regulations.

Article 30 – Changes to the regulations

1. Any changes made to these regulations will be made by special resolution of the dean.
2. No changes made will affect the current academic year unless it is reasonable to suppose that the interests of students will not be adversely affected.
3. None of the changes may, to the detriment of the student, influence any decisions concerning a student that are made by the Board of Examiners on the basis of these regulations.

Article 31 – Transitional regulations

1. If the composition of the study programme undergoes intrinsic changes or if these regulations are amended, the dean will draw up transitional regulations that will be incorporated into the Implementation Regulations.
2. Such transitional regulations are required to include:
 - a. a provision concerning the exemptions that can be given on the basis of the examinations already passed;
 - b. a provision specifying the period of validity of the transitional regulations.
3. If a subject is removed from the study programme, four opportunities to sit an examination in this subject will be granted after the last classes have been taught: an examination following on from the classes, a resit in the same academic year, and two resits in the subsequent academic year.
4. The end of the validity of a transitional arrangement as mentioned in the previous paragraph will be announced at least one year in advance.

Article 32 – Publication of the regulations

1. The dean is responsible for finding a suitable way of publicising these regulations and the relevant Implementation Regulations, as well as any changes to the regulations.
2. The Teaching and Examination Regulations, together with the accompanying Implementation Regulations, will always be published on the programme's website.

Article 33 – Entry into force

These Regulations will come into effect on September 1, 2016

Drawn up by the dean of the faculty on July 18, 2016

Appendix Article 23

Adjustments to the assessment procedure, including examinations and other forms of assessment, may concern the following matters, among others:

- the course material (making available course material that is more easily accessible, for example);
- the form of assessment (e.g. replacing a written examination by an oral one, or vice versa, testing knowledge of the studied material by way of interim examinations, or granting an exemption from attendance);
- time-related matters (such as granting more time during examinations, spreading out examinations over the examination period, granting exemptions from admission requirements, or extending the period within which a component must be completed);
- the resources that candidates are allowed to use during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
- the location (taking examinations in a separate distraction-free room).

Adjustments to the educational facilities may concern the following matters, among others:

- making modified furniture available in the classrooms and examination rooms;
- making special equipment available (such as magnifying or Braille equipment for blind or partially sighted students, or audio induction loops and solo equipment for students who are deaf or hard of hearing);
- making more easily accessible course material available;
- making special computer facilities available (such as voice recognition or speech synthesis software);
- making a separate distraction-free room available for a student to take an examination;
- making a quiet room available.