

**RULES AND GUIDELINES
BOARD OF EXAMINERS
(under Article 7.12, section 4 of
the Higher Education Act (WHW))**

**INTERFACULTY
MASTER OF SCIENCE
OFFSHORE ENGINEERING**

DELFT UNIVERSITY OF TECHNOLOGY

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Article 1 – area of application and definition of terms

1. These Rules and Guidelines are applicable to the interfaculty master's degree in Offshore Engineering offered by the faculties of Civil Engineering and Geosciences and of Mechanical, Marine and Materials Engineering at Delft University of Technology, hereafter termed the course.
2. The terms as laid down in Article 1.1 of the Higher Education Act and Article 2 of the Education and Examination regulations for the Offshore Engineering master's degree course, hereafter termed the MSc OER, are applicable.

Article 2 – the board of examiners's standard procedures

1. The board of examiners meets at least twice a year.
2. The board of examiners's official secretary is responsible for serving the board of examiners's day-to-day interests.
3. The meetings are not public. However the board can invite advisers to attend the meetings.
4. Everything discussed is recorded in the meeting minutes.

Article 3 – the establishing of subcommittees

1. The board of examiners may, if it so wishes, establish permanent subcommittees and subcommittees in an ad hoc fashion.
2. Subsections 2, 3 and 4 of Article 2 are similarly applicable to the permanent subcommittees.

Article 4 – registering for subject examinations

1. Those wishing to register for a written examination must enter the relevant data into the examination registration system, TAS, two weeks before the examination is due to take place at the very latest.
2. In special cases the board of examiners may deviate from the registration period detailed in subsection 1 but only if this is in the interest of the student.
3. Students who fail to register in time may not do the examination in question. Only if there is evidence of special circumstances the board of examiners's official secretary may allow such students to sit an examination.
4. Anyone who does an exam without registering beforehand will be given a nought.

Article 5 – registering for final examinations

1. Students must register with the education administration for the final master of science degree examination seven weeks, at the very latest, before the relevant meeting is scheduled to take place.
2. The student must submit his/her definite examination programme to the education administration on the day when the period mentioned in subsection 1 commences at the very latest.
3. All the obligations apart from the graduation work have to be fulfilled two weeks before the relevant meeting is held at the very latest.

Article 6 – withdrawal/illegal participation

1. Until one week before the examination is due to take place, at the very latest, it is possible to withdraw via the TAS system. If, however, there is evidence of special circumstances then the board of examiners's official secretary may give permission for withdrawal at a later stage.
2. Up until five working days before the board is due to meet in conjunction with the exam in question students may withdraw by notifying the education administration accordingly in writing.
3. Failure to withdraw in time and absenteeism from the examination that cannot be excused will automatically result in a nought.

4. If a student withdraws from a subject or final examination it will be necessary to register anew at a later date in accordance with the points laid down in articles 4 and 5.

Article 7 – the language

1. Any student who lodges a request with the board of examiners, as intended in Article 7, subsection 3 of the MSc OER, to do one or more parts of the exam in a different language must justify this request.
2. Before making a decision on such a request the board of examiners will first seek the advice of the relevant examiner (or examiners).

Article 8 – the sitting of written or oral examinations

1. All exams constitute a search by or on behalf of the board of examiners for evidence of knowledge, insight or skills on the part of the student as well as the assessments of the results of such a search.
2. In cases where, simultaneously or not, the same examination is taken by more than one examiner and likewise the results are assessed by one or more examiners, such assessing will be based on predetermined and similar norms.
3. If necessary, the board of examiners will appoint an examiner who has overall responsibility for the examination. In special cases the board's official secretary might permit a student to do an oral exam instead of a written one. When such requests are placed they must, however, be justified.
4. Oral examinations must preferably be taken by two examiners.
5. Whether or not the conditions for admission to participation in a subject or final examination have been met will be ascertained by or else on behalf of the board of examiners.

Article 9 – order during examinations

1. The appointed examiner is responsible for ensuring that invigilators are present during written examinations who, on behalf of the board of examiners, are responsible for seeing to it that the exam proceeds in an orderly fashion.
2. Upon request, students are obliged to produce identification and proof of registration.
3. Students are expected to follow any instructions given by the board of examiners, the examiner or the invigilator that have been circulated before the examination begins, together with any instructions given during the examination or immediately afterwards.
4. Attaché cases, bags, mobile telephones and such like may not be taken into the examination room.
5. Any student who does not abide by the stipulations laid down in or ensuing from subsections 2, 3 or 4 may be excluded from further participating in the exam by the board of examiners or the examiner. The result given will be a nought.
6. In written examinations, the questions and assignments may not afterwards be taken away by the students unless the examiner specifically allows this.
7. Students are responsible for producing their own writing, calculating and drawing materials. Calculation paper and rough paper however will be supplied.
8. If it is acceptable to use a calculator then the student may use one of the kind allowed at secondary school unless stated otherwise in the manual.
9. Examination calculations may not be written in pencil unless the examiner has expressly given permission for this beforehand.
10. During the examination no books, readers, excerpts or such like may be consulted unless the examiner has given specific permission for that to be done.
11. Students are not allowed to leave the examination room within half an hour of the official start of the examination. In urgent cases they may be given permission to leave the examination room after half an hour has elapsed if accompanied by an invigilator. No more than one student may be out of the room at any one time.
12. Before definitely leaving the examination room (no earlier than half an hour after the examination has begun) the student must make sure to submit the exam paper together with his or her name and student number, to the examiner or invigilator.
13. Students wishing to enter the examination room half an hour after the exam commencement time will not be allowed in.

Article 10 – cheating

1. Cheating is any deliberate activity or omission on the part of a student that makes it difficult or impossible for a correct assessment to be made of the knowledge, insight and skills possessed.
2. If an invigilator suspects or detects that there has been cheating during the exam this must be recorded in writing as soon as possible. The invigilator can ask the student to produce the possible evidence and if he refuses, this too will be recorded.
3. The student will be given the opportunity to add written comments to the invigilator's report. The written report, together with the possible comments will then be submitted to the board of examiners at the earliest opportunity.
4. In the case of cheating taking place during the exam the examiner may, on behalf of the examining committee, decide to further exclude the student from exams.
Such exclusion will mean that none of the exam work will be assessed.
5. In the event of cheating, the board of examiners has the right to conditionally or unconditionally bar the student from sitting one or more further subject or final exams for a maximum period of one year.
6. The board of examiners will not take the decision mentioned in subsection 5 until the student in question has been given the chance to tell his or her side of the story.

Article 11 – questions, assignments and evaluation

1. None of the questions and assignments included in an exam must deal with subjects external to the sources which have been detailed beforehand as examinable. Furthermore, these sources must be largely made known prior to the commencement of the course leading up to the exam in question. The exact extent of the material will be made known a month before the exam at the very latest.
2. The questions and assignments in the exam must constitute a balanced representation of the material studied.
3. As regards content and form, the exam must represent the appropriate educational goals.
4. The questions and assignments must be clear and unambiguous. The instructions pertaining to the evaluation of the questions and assignments must also be clear and unambiguous and formulated in such a way that it is obvious to the student just how extensive and detailed the answers must be.
5. Well in advance of the written examination the examiner will, if possible, allow the students to familiarise themselves with a sample exam and will also provide model answers together with an indication of the assessment norms.
6. The duration of the examination must be such that students will, by all reasonable standards, have sufficient time to answer the questions.
7. In line with Article 8, subsection 2, the assessment of written examinations must be based upon model answers and norms that have been laid down beforehand but which have possibly been amended in conjunction with the correcting process.
8. The assessment method must be transparent enough for the student to comprehend how the examination result has been arrived at.
9. The result will be given by means of a mark, a v (for: "voldoende", pass) or vr (for: "vrijstelling", exemption).
10. The final marks for written and oral exams will be indicated in whole marks from 1 to 10 in which 1 stands for very poor and 10 for excellent. The results of exam parts may extend to one decimal figure after the point.
11. If an examination section consists of several parts then precisely how the final mark is arrived at will be explained in the subject overview of the written guidelines.

Article 12 – the retaining of written examination papers and examination results

1. In conjunction with possible appeal procedures all written work must be kept for at least one year after the result has been made known.
2. In instances where no result is made known or may be made known, the period referred to in subsection 1 will commence from the date when the exam was sat.
3. Examiners are obliged to keep all exam results for at least ten years.

Article 13 – passing on and publicising the results of exams, practicals and experiments

1. Article 14 of the MSc OER stipulates just how examination results must be made known.
2. Examiners pass on the results of examinations to the education administration together with notification of the date when the written or oral examination took place.
3. If it has been agreed that the practicals or experiments are to constitute separate components then the examiners will note down the date when the practical or experiment took place when passing on the relevant results to the education administration.
4. The examiner may lay down further rulings relating to the final date when a report has to be submitted or when a practical or experiment has to be completed. Such a ruling has to be mentioned in the written guidelines pertaining to the subject overview.
5. The examiner must check that the student has given the correct submission date at the top of the report. The date taken as the assessment date will be the date when it was submitted.
6. In conjunction with the achievement-based grant, all the results of written and oral exams done before 1 September, together with experiment and practicals assessment, must be handed in before 21 September to the education administration.

Article 14 – the internship

1. Before the internship commences an internship agreement has to be closed between the internship coordinator and the student. The internship agreement must at least detail the aims of the practical training period.
2. The internship agreement forms the basis for the assessment. The period of training will be assessed in its entirety.
3. The internship coordinator will determine whether the report meets the requirements laid down for the structure and production of the report. The company or institution supervisor will also, if necessary, be consulted.
The internship coordinator will determine the final mark, also on the basis of the recommendations made by the company or institution supervisor.

Article 15 – the projects

1. In the project manual an indication is given of the number of phases into which a project is divided.
2. The students will be supervised by a team consisting of the coordinator and at least one other examiner.
3. The first phase must be rounded off with a work plan that has to be approved by the supervisory team after the initial assessment. If the work plan is not approved then a supplement must be added. The project may not be pursued until the work plan has been approved.
4. Roughly mid-way through the second phase there will be a briefing when the group will be expected to present the results and the activities still to be carried out to the supervisory team.
5. At the beginning of the third phase the group will be expected to submit the final draft report.
6. The last phase will be rounded off with the production of the final report and a summary of that same report. Subsequently, during the final assessing, there will be an oral presentation of the final report and an evaluation report will be produced.
7. The student is expected to attend the initial assessment, the briefing and the final assessment and to be present at any other point deemed necessary by the supervisory team. If a student has no valid excuse for being absent at such times then he may be banned from further participating in the project.
8. The work plan and the final report will be assessed by the supervisory team.
9. When it comes to the final assessment, the work aspects definitely taken into consideration will be the following:
 - a. the quality of the project
 - b. how the various sub-topics have been integrated
 - c. written reporting
 - d. oral presentation

10. The group result will be rounded off to a whole number and it will also be the individual final result unless the coordinator has sound reason to deviate from that in the case of one or more students in the group.
11. If the final result is 5 or lower the student will not have passed.
12. The group is responsible for ensuring that there is regular contact with the coordinator.

Article 16 – the thesis

1. Before embarking on the thesis, the student must complete the form entitled “thesis commencement request” which is obtainable from the education administration. On the basis of that form the board of examiners will then check, or otherwise ensure, that the student does indeed comply with the requirements laid down for the final study phase. If everything is in order the student can then report to the graduation coordinator and further compile his master's examination programme.
2. The thesis is viewed as a practical exercise. The examination committee's chairman is responsible for the internal and external supervision. Both the internal and external supervision are viewed as part of the statutory educational facilities.
3. The “final thesis assessment” should be understood to be the meeting during which the examination committee's chairman makes known the results of the student's work. The accompanying presentation constitutes part of the final assessment. The result should preferably be made known on the same day. Generally speaking, the final assessment will occur within four weeks (the months of July and August excluded) of the final thesis report having been handed in.
4. The student must actually be registered as such at the time when he or she hands in his or her final thesis report. The date adhered to for the thesis, which forms the basis for the final assessment, will be that given on the final thesis report.

Article 17 – composition of the examination committee

1. At the instigation of the chairman of the examination committee that is to be appointed for the purposes of supervising and assessing a thesis the board of examiners will appoint an examination committee of at least three members, the chairman included. On behalf of the board of examiners, the official secretary will approve the composition of the examination committee.
2. Those able to serve on the examination committee are:
 - anyone who is an academic member of staff at Delft University of Technology or at any other Dutch or foreign university,
 - external experts as described in Article 21.
3. The chairman of the examination committee must be a professor within one of the two participating faculties. At least two of the members of the examination committee, the chairman included, must belong to a different participating faculty in such a way that from those respective faculties they will make an essential contribution concerning the content of the thesis.
4. If a student opts for the sustainable technology development profile as intended in Article 9 of the MSc OER Implementation Regulations then one of the members of the examination committee should possess special expertise in the field of sustainable development and that member should preferably also be the reference person for that subject.

Article 18 – the examination committee's approach

1. As soon as the final study phase begins the examination committee's chairman will indicate to the student which of the members of the examination committee are directly involved in his/her supervision.
2. In consultation with the chairman and his/her immediate supervisor, the student must draw up a work plan which at least describes: the subject, the approach and the duration, and which gives a list of contents.
3. The work plan must be approved by the examination committee after the initial assessment. If it is not approved then supplementary material must be supplied. The work may not be started until the workplan has been approved.
4. The point when the work plan is approved marks the point when the thesis work may begin.

5. Dramatic changes in the work plan must be approved by the examination committee.
6. During the thesis work there must be at least one interim meeting with the examination committee to gauge the progress being made.
7. Before a presentation date is agreed to for the thesis the student must present the draft report text to the complete committee and wait for the assessment.
8. After the student has received the examination committee's approval he must then arrange a presentation date.
9. The final assessment and the presentation of the thesis should be preferably planned for the same day. At least two members of the examination committee, one of whom must be the chairman, ought to be present at the time of the presentation.
10. Members of the examination committee who are unable to be present at the time of assessment should react in writing, possibly by email, to the material received from the student beforehand. The reaction has to be addressed to the chairman.
11. Each time the examination committee evaluates matters, the student must compile an official report and post it or mail it to the committee for approval. If, after a week, no reaction has been received he or she may presume that the agreements detailed in the report have been accepted.
12. When it comes to the task of assessing the thesis the committee will at least bear in mind the following aspects. Ultimately the final result will, to a large degree, be determined by the work content but the reporting style and presentation will also play a part.
 - a. intrinsic aspects:
 - originality and creativity
 - independence
 - productivity
 - analytical ability
 - synthetic ability
 - approach method
 and, where relevant,
 - sustainable development technology.
 - b. written presentation
 - structure
 - readability
 - presentation
 - language use.
 - c. oral presentation:
 - structure
 - clarity for a wider audience
 - quality of the audiovisual aids
 - defence.
13. The final mark must preferably be given as a rounded off figure or to the closest half point, although it is acceptable to give one decimal fraction.
14. The chairman will try to arrive at a final mark that is unanimously agreed to by the committee. If any member of the examination committee objects to the final mark then this has to be recorded and justified in writing. If necessary, the final decision will lie with the chairman if there is disagreement about the final mark. The student will not be notified of the procedure that led to the determining of the final mark.
15. The examination committee will ensure that provided the level of the thesis is high enough the time devoted to the work involved will not be greater than the study load in conjunction with the allocated number of credits.
16. The graduation coordinator or else a member of the examination committee appointed in conjunction with the graduation coordinator remains responsible for ensuring that the relevant Education and Examination Rulings and the Rules and Guidelines laid down by the board of examiners are adhered to. What will be particularly well checked is whether the commencement stipulations are observed, whether the subsequent procedures are followed and if the thesis is assessed according to uniform norms.
17. The graduation coordinator must keep a record of how long the student has worked on the thesis. If it has not been completed within a year then the coordinator will ask the student and the examination committee chairman why that is so. If the student does not subsequently progress fast enough the graduation coordinator will notify the board of examiners accordingly.

18. If the board of examiners is involved in the graduation process in the way sketched in subsection 17 it will ask both the examination committee and the student to elucidate matters in writing and to further detail how the graduation process can be completed. The board of examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully round off his or her studies will arise. In such cases students are required to find a new thesis topic and repeat the graduation process.

Article 19 – the exemption request procedure

1. Requests for exemption from parts of the degree course must be submitted to the board of examiners in writing and backed up with a reasoned argument.
2. Where necessary, the board of examiners will seek advice from the relevant examiner before going on to make a final decision regarding the request.
3. Regarding the dating of the exemption permission, the date taken as valid will be the date on which the board of examiners gave exemption.

Article 20 – exemption

1. No exemption will be given for the thesis detailed in Article 6 of the MSc OER Implementation Regulations.
2. The total number of ECTS credits allocated for the components for which exemption is given and for courses followed that are external to the degree course programme in question may not, together, amount to more than 40 ECTS credits.

Article 21 – the appointing of external experts as examiners

1. In accordance with Article 7.12, subsection 3 of the Higher Education Act (WHW) the board of examiners has the power to appoint examiners from outside its own institution.
2. Such requests have to be lodged either by the section head or by the graduation coordinator and submitted to the board of examiners's official secretary who will take care of the further procedure on behalf of the board of examiners.
3. An appointment as intended in the first subsection holds in principle for the period of two years.

Article 22 – courses followed elsewhere, additional courses

1. In cases where students follow courses outside their own specific degree course area they are themselves responsible for obtaining valid declarations from the relevant authorities, giving the course title in full and, where relevant, the course code, the alternative study load norm hours recognised for that course (credits), the result date and the date when the declaration was drawn up.
2. For study components completed abroad the student must ask the board of examiners to convert the work load into credits as well as the result.

Article 23 – the master's degree pass and fail ruling

1. Students may be said to have gained their master's degree when they have met the following requirements:
 - if the student in question has been admitted to the course,
 - once the marks list is complete, that is to say, when a mark has been given for each subject, the work has been graded as a pass or when the student has been exempted,
 - as long as the mark 5 does not appear for more than 7 ECTS credits,
 - once the core components and the thesis have been completed with a mark no lower than 6.0,
 - when none of the marks are below 5.
2. It must be clear to the student how the examiners arrived at the examination result.

3. In special cases the board of examiners may accept deviations from the points mentioned in subsection 1. If necessary, alternative arrangements may even be laid down.

Article 24 – the subsidiary programme pass and fail ruling for students from higher vocational colleges

1. The student may be said to have passed the subsidiary programme for higher vocational college students when the following requirements have been satisfied:
 - if the student in question has been admitted to the subsidiary programme,
 - once the marks list is complete, that is to say, when a mark has been given for each subject, the work has been graded as a pass or when the student has been exempted,
 - as long as the mark 5 does not appear more than once on the marks list,
 - when none of the marks fall below 5.
2. It must be clear to the student how the examiners arrived at the examination result.
3. In special cases the board of examiners may accept deviations from the points mentioned in subsection 1. If necessary, alternative arrangements may even be laid down.

Article 25 – the bestowing of the designation "cum laude"

1. If there is evidence of exceptional capability on the part of the student, the examination committee on behalf of the board of examiners may decide that he or she can be awarded the master's degree "cum laude" provided that all the following conditions have been complied with:
 - a. the weighted average of all the marks given except for the thesis is at least 7.50 discounting all passes ("v") and exemptions ("vr"),
 - b. the number of components for which a pass has been achieved or for which exemptions have been given do not, together, amount to more than a third of all the degree components,
 - c. the mark given for the thesis is at least 8,5,
 - d. for not more than a total of 7 ECTS credits the mark is 6,
 - e. there can be no marks below 6,
2. In case the examination committee should consider to award the degree "cum laude" and the above mentioned conditions a. through e. have not been met, the committee has to ask the board of examiners to approve of such an awarding.

Article 26 – the degree, the marks list and the diploma supplement

1. In order to prove that the master's degree has been successfully obtained, the examination committee on behalf of the board of examiners awards what is known as a diploma which is signed by the chairman of the examination committee.
2. At the time of the awarding of the diploma a document known as the diploma supplement will also be handed over which at least gives details of the results achieved.
3. In order to prove that the inflow programme for students from higher vocational institutes has been successfully completed, the official secretary on behalf of the board of examiners awards a certificate which is signed by the official secretary and accompanied by a marks list.

Article 27 – the University Fund prize

1. At the end of the academic year the board of examiners decides which student is to be put forward to the University Fund for the accolade "best graduate of the academic year".
2. The candidate for the "best graduate of the academic year" award must be someone who has gained his/her master's degree "cum laude" and whose graduation work displayed exceptional qualities such as originality or innovative elements or a combination of such traits.
3. The chairman of the examination committee that supervised the graduation work will recommend the candidate to the chairman of the board of examiners. The recommendation must be accompanied by an explanatory text with a copy for the official secretary.

4. The chairman of the board of examiners must form an advisory committee consisting of at least three professors from the relevant field.
5. The board of examiners will then, considering the advisory committee's advice, recommend a candidate to the dean of the faculty of Civil Engineering and Geosciences.

Article 28 – a study results declaration

1. Students who have successfully completed one or more examinations but who, upon leaving the university, have not been awarded a degree as intended in Article 26 may, upon request, receive a declaration from the board of examiners giving the student's personal details, the subject codes, the subject names, the number of credits, the results and the dates when the results were obtained.
2. Any request for a declaration of the type mentioned in subsection 1 must be directed to the education administration.

Article 29 – amendments to the Rules and Guidelines

Any amendments made to these Rules and Guidelines by the board of examiners that are applicable to the current study year may only be adopted if they do not truly in any way damage the interests of students.

Article 30 – unforeseen circumstances

If situations arise that have not been foreseen in these Rules and Regulations then the decisions taken by the board of examiners will, as far as possible, be in line with the present stipulations.

Article 31 – coming into force

These Rules and Guidelines came into force on 1 September 2008.