

# **Regulations and Guidelines for the Board of Examiners**

(art. 7.12 W.H.W.)

**Delft University of Technology**

**Faculty of Mechanical, Maritime and Materials Engineering**

**Masterprogramme Systems and Control**

## **Article 1 SCOPE OF THE REGULATIONS**

These regulations and guidelines are applicable to the teaching of, and examinations for, the Master's degree programme in Systems and Control, hereafter referred to as the programme.

## **Article 2 DEFINITIONS**

1. When used in these regulations and guidelines, the term Course and Examination Regulations (CER), refers to the current course and examination regulations as intended under Article 7.12 of the Higher Education and Academic Research Act (abbreviated in Dutch as WHW):
2. All other terms occurring in these Regulations will have the same meaning as that intended in the CER and the WHW.

## **Article 3 DAY-TO-DAY ADMINISTRATION**

The board of examiners consists of the lecturers who are engaged in the educational programme and mentioned as such in the curricula, described in section 1.5 of the study guide. The board of examiners shall appoint a chair and a secretary from its members. The chair shall be responsible for the day-to-day management of the committee.

## **Article 4 MASTER'S EXAMINING COMMITTEE**

1. The board of examiners appoints a Master's examining committee for the assessment of each Master's thesis.
2. A master's examining committee consists of no less than three members.
3. The professor in charge is chairman of the committee.
4. No less than one member belongs to the scientific staff of the section responsible for the specialisation concerned; no less than one member belongs to the scientific staff of a different section of Delft University of Technology.
5. The committee can be completed by experts from outside the University.

## **Article 5 ENTRY FOR INTERIM EXAMINATIONS**

1. Students shall apply for interim examinations at the Faculty's Department of Educational and Student Affairs by entering data in the examination application system, or, if the system is not in use, by completing and submitting a form made available by the Department of Educational and Student Affairs. Whatever the means of application, all submissions must be received no less than ten working days before the interim examination.
2. In exceptional cases, the board of examiners can depart from the application period defined in paragraphs 1 and 4 of this Article, provided that this departure is in the favour of the student concerned.
3. Admission to the interim examination will be granted solely to those students who are registered on the list of applicants produced by the examination application system (or by any alternative system currently in force).
4. If, in their opinion, students have not been able to apply for an interim examination due to events beyond their control, they shall apply to the board of examiners no less than two full working days before the day for which the examination is planned. By submitting a declaration of demonstrable force majeure written or issued by, or on behalf of, the board of examiners, the student may be allowed to sit the relevant examination.

## **Article 6 ORDER DURING AN INTERIM EXAMINATION**

1. With regard to written interim examinations, the board of examiners and/or the appointed examiner shall be responsible for appointing invigilators who, on behalf of and under the authority of the board of examiners will ensure that the examination runs smoothly.
2. If asked by, or on behalf of, the board of examiners, all candidates shall identify themselves by showing their campus card.
3. Candidates shall observe all instructions that have been published before the start of the examination by the board of examiners, or by the examiner or invigilator. They shall also follow instructions given during the examination and immediately after it has finished.
4. If a candidate fails to fulfil the conditions of the paragraphs 2 and 3 of this Article, the board of examiners or the appointed examiner can exclude him or her from further participation in the interim examination. The consequence of such exclusion is that no result is established for the examination in question. Before taking such a decision, the board of examiners shall offer the student concerned an opportunity to state his or her case.

5. The time allotted for each interim examination shall, by all reasonable standards, be long enough to allow candidates sufficient time to answer its questions.
6. When the interim examination has finished, candidates may keep the assignment papers. The exception to this rule concerns examinations in which questions and answers must be handed in together.
7. Candidates may not enter the examination room until the invigilator gives permission.
8. No candidates are admitted into the examination room no later than half an hour after the official start of the examination.
9. Candidates are not allowed to leave the examination room within the first half hour following the official start of the examination. After this time, permission to leave the room temporarily will be given only in urgent cases. No more than any one candidate may be absent at the same time.
10. Under no circumstances my items such as briefcases, bags and mobile telephones be used or handled in the examination room.
11. Although candidates are responsible for bringing their own calculators and their own writing and drawing materials, the faculty will provide answer sheets and scrap paper.
12. In the event that a certain examination requires students to use calculators, these calculators may at no time be able to exceed the maximum capabilities specified by the examiner for that subject. In general, programmable calculating equipment is not allowed. (Generally examination assignments should be formulated such that they can be carried out with a simple calculator; at no times should candidates with more complex calculators have an advantage.)
13. Candidates may not write their answers in pencil, unless the lecturer has given prior permission for this.
14. During the interim examination, candidates may not consult books, readers, etc., unless the lecturer has given prior permission for this.
15. If an invigilator catches a candidate or candidates cheating, the procedure described in Article 6, paragraph 2 of these regulations will be applicable.
16. Before permanently leaving the examination room (i.e. no less than 30 minutes after the start of the interim examination), candidates must, at minimum, submit the front page of the answer sheet. This must bear their name and student number.
17. Before the interim examination begins, the invigilator shall instruct the candidates on the procedure they must follow if they leave the examination room without completing all the examination assignments.
18. Students who believe they may qualify for examination in a different form, should, as specified in Article 12 paragraphs 4 and 5 of the CER1, submit a fully motivated request for this to the chair of the board of examiners.

#### **Article 7 CHEATING**

1. Cheating is defined as any act committed by a student for the purpose of making it partly or wholly impossible to make a correct assessment of his or her knowledge, insight and skills.
2. If a student is found to be cheating as defined in paragraph 1 of this Article, the board of examiners can decide to exclude him from the interim examination in question.
3. The decision to exclude a student as defined in paragraph 2 of this Article shall be taken on the basis of the invigilator's report of the cheating.
4. In urgent cases, the invigilator is entitled to act on behalf of the board of examiners by immediately excluding the student or students concerned. The board of examiners shall ensure that, immediately after the interim examination, the report defined in paragraph 3 of this Article is made in writing; and that a copy is issued to the student or students concerned.
5. Within 20 days of his or her exclusion, such a student may appeal to the board of examiners to reverse their decision. To this appeal, the student will attach a copy of the report defined in paragraph 4 of this Article; this may also be accompanied by the student's own written testimony.
6. Before deciding on an appeal of the sort defined in paragraph 5 of this Article, the board of examiners shall give both student and examiner the opportunity of a hearing.
7. The board of examiners will decide on any reversal of the original decision within 30 working days of receiving the student's appeal.
8. The consequence of exclusion is that no examination result will be recorded for the interim examination intended under paragraph 2 of this Article.
9. In the event of cheating, the board of examiners can decide, conditionally or unconditionally, to exclude the student from all further interim examinations for a maximum period of one year.

#### **Article 8 CRITERIA**

When taking the decisions that are integral to their duties, the board of examiners and, where appropriate, the examiner, shall be guided by the criteria stated below. When these criteria conflict, the board shall carefully weigh the

interests of allowing one criterion to prevail over another. At all times, these standards must ensure that the following conditions are met:

- a) that the criteria regarding quality and selection inherent to an interim examination are maintained;
- b) that the need for efficiency is met, particularly by limiting to a minimum any time loss that would hinder those students whose preparations for examinations and interim examinations are running to schedule;
- c) that students who wish to assume too great a study load should be protected from themselves;
- d) that clemency should be shown in all cases in which students' progress is slowed by circumstances beyond their control.

#### **Article 9 QUESTIONS AND ASSIGNMENTS**

1. The scope of an interim examination, and the sources upon which it is based, shall be announced no less than a month before that examination takes place. No questions or assignments in the examination may go beyond the scope of these sources. At the beginning of the course it should be clear what study material (books, lecture notes) will be used during the course.
2. To the greatest possible extent, the questions and assignments of each interim examination shall be evenly distributed over the material being examined.
3. Both in content and form, each interim examination shall represent the learning objectives stated.
4. All questions and assignments shall be clear and explicit. It should also be clear how many credits a question or assignment contributes to the total score of the examination.
5. Well in advance of each interim examination, the board of examiners or the examiner shall announce the form of examination and method of testing as meant under Article 12 of the CER.
6. Well in advance of each written interim examination, the board of examiners or the examiner shall provide an opportunity whereby students intending to participate in it can examine a similar test on the same subject, together with sample answers and the norms that would be applied during its assessment.

#### **Article 10 ASSESSMENT**

1. The assessment of an interim examination is expressed in whole numbers on a scale from 1 to 10, with 6 signifying a pass. If desired, practical training can also be assessed as a "pass" or a "fail". All exemptions for a subject are treated as a 6, i.e. a pass.
2. Students pass their Master's examinations by satisfying the examiners in each component of the Master's programme. Students awarded a 5 in a single subject excepting the thesis project will also qualify for the award of their Master's degree.
3. Per subject, the highest mark awarded for an interim exam will be recorded on the examination certificate.

#### **Article 11 THE ESTABLISHMENT OF EXAMINATION RESULTS**

1. The votes of the board of examiners shall be established by a simple majority of votes.
2. If the votes are equally divided, the chair of the board of examiners shall have the casting vote, unless the vote takes place in writing.
3. If, in a written vote, the votes are equally divided, there shall be a second ballot. If this, too, leads to an equal division of votes, the proposal being balloted shall be rejected.

#### **Article 12 CUM LAUDE**

1. At the discretion of the board of examiners, a candidate for the Master's degree can receive the designation "cum laude" if he or she meets the following conditions:
  - a. the mark awarded to the components specified in the Master's examination implementation procedures, excluding the mark awarded for the Master's thesis project, shall average no less than 8.0 in a list that contains no marks below 6;
  - b. the candidate concerned shall have completed the Master's degree programme in no more than three years;
  - c. the mark awarded for the thesis project shall be no less than 9;
  - d. the examiner of the graduation assignment shall have submitted a proposal for the award of "cum laude".
2. When establishing the elapsed study time referred to in paragraph 1 subsection b of this Article, all due account should be taken of any delays caused by circumstances qualifying the candidate for support under the "Regeling Financiële Ondersteuning Studenten" (RFOS)
3. At all times, the board of examiners has the authority to decide on awarding the designation "cum laude" in cases that fall outside the provisions defined above.

#### **Article 13 MASTER'S DEGREE CERTIFICATES AND STATEMENTS**

1. To establish that a candidate has satisfied the examiners in the Master's examinations, the board of examiners shall issue a degree certificate. This shall be signed by the chair and the secretary to the board of examiners.
2. The degree certificate as intended under paragraph 1 shall list the specific components of the examination, and, where appropriate, the competencies associated with them.
3. The degree certificate shall be accompanied by marks lists in both Dutch and English.
4. If a candidate's performance during the examinations testifies to exceptional abilities, the board of examiners can, under the conditions stated in Article 11 of these Regulations, decide to grant the designation "cum laude" on the degree certificate.
5. Any student who has successfully completed more than one interim examination and to whom, upon his or her leaving the university, a degree certificate as intended in paragraph 1 of this Article cannot be awarded, shall, upon his or her request, receive a statement from the board of examiners in question.

#### **Article 14 PROCEDURE FOR APPROVAL**

1. Any student wishing to submit a request as intended under Article 7.3 paragraph 4 of the WHW (i.e. with regard to a flexible study programme) should do so on a timely basis, ensuring that, by all reasonable definitions, there is time for approval to be given before he or she takes the first interim examination. In this, he or she should take full account of the period within which the board of examiners is entitled to decide (see Article 14, paragraph 1). The request shall be accompanied by a clearly argued motivation, and, if necessary, by material that supports it.
2. Students shall submit to the board of examiners any requests for exemption from an interim examination or practical exercise as intended under Article 17 of the CER. The board of examiners shall decide on this after taking advice from the student counsellor. The periods within which decisions shall be taken are defined in Article 14, paragraph 2 of these Regulations and Guidelines.
3. If a student wishes to depart from the teaching programme prescribed in the implementation procedures, he or she shall submit a request to this effect, ensuring that, by all reasonable definitions, there is time for approval to be given before the date of the first interim examination that deviates from that programme. In this, full account should be taken of the period within which the board of examiners is entitled to decide (see Article 13, paragraph 1).
4. A decision to withhold approval for a request of the type intended under paragraphs 1, 3 and 4 of this Article must be fully motivated by the Board of Examiners, and may only be made after the student has been given the opportunity of a hearing, where the student may call upon the assistance of the student counsellor.
5. The student will immediately be informed in writing of a decision on any of the matters intended under paragraphs 1, 2, 3 and 4 of this Article. If the board of examiners concerned has not made a decision during the time period prescribed in article 14, paragraph 1, or otherwise during the period of adjournment, approval will be understood to have been granted.

#### **Article 15 TIME PERIODS**

1. A decision on a request such as those described in Article 13, paragraph 1 or 4 shall be made within 40 working days of its receipt; or, if the request was submitted either during an academic holiday or within a period of three weeks before the start of an academic holiday, it shall be made within a period of 40 working days after the end of the holiday. The board of examiners may adjourn a decision for no more than 10 working days. The student will be notified in writing of any such adjournment before the end of the 40-day period specified in the first sentence of this paragraph.
2. The provisions of the previous paragraph will also be applicable to requests such as those described in Article 13 paragraph 3, on the understanding that the time period will start from the moment that the recommendations of the student counsellor have been submitted. The student counsellor shall submit these recommendations to the board of examiners no more than 10 working days after receiving the student's request.

#### **Article 16 RIGHT OF APPEAL**

Within four weeks of the event in question, students can appeal to the examinations appeals board against the following: a ruling by the board of examiners, a ruling by an examiner, or their treatment during an examination as defined in Article 7.60 WHW.

#### **Article 17 MODIFICATION OF THESE REGULATIONS AND GUIDELINES**

No decision shall be made in respect of the current academic year, unless, by all reasonable definitions, it is unlikely to damage the interests of students.

**Article 18 DATE OF COMMENCEMENT**

These regulations will come into effect on 1 September 2008.

Approved by the board of examiners of the Master's programme in Systems and Control.