Rules and Guidelines of the Board of Examiners
Master Biomedical Engineering 2011-2012

General

Article 1 Scope of applicability

These Rules and Guidelines govern the Biomedical Engineering Master's degree programme of Delft University of Technology, referred to below as the 'Programme'.

Article 2 Definition of terms

The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*) and Article 2 of the Biomedical Engineering Master's Programme Course and Examination Regulations, referred to below as the Master's Programme Regulations', apply.

Article 3 The Board of Examiners' working method

1. In principle the Board of Examiners meets once a month, except in the months of July and August.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Daily Committee (DaCo) is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The meetings are not public.
5. If a student submits a request or complaint to the Board of Examiners that involves a member of said Board, then the member in question shall not be involved in the handling of the request or complaint and will temporarily withdraw from the meeting.
6. A report will be drawn up regarding the matters discussed at meetings.
7. The Board of Examiners shall prepare an annual report of its activities during the previous academic year. The report shall be submitted 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 Chairman 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 Ad hoc committees and external examiners

1. The Board of Examiners may appoint ad hoc committees.
2. The Board of Examiners may appoint experts from outside the institution as examiners in accordance with Article 7.12(3) of the Higher Education and Research Act. Appointment as referred to here will be made for a maximum term of two years. The term may be extended, each time by a maximum period of two years.

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;
   - and persuade 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 Language

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in another language as referred to in Article 7(3) of the Masters's Programme Regulations must substantiate that request.
2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.

Article 8 Cheating

1. Cheating 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. Cheating includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
2. If cheating 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 writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. 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.
3. If cheating 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.
4. 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.
5. The Board of Examiners will make a decision with respect to the case of cheating and can impose the following sanctions on the student depending on the gravity of the case, including repeated incidents of cheating:
   a. a reprimand;
   b. a decision that a mark will not be issued for the examination or laboratory course work in question;
   c. exclusion from the examination or laboratory course in question for a maximum period of one year;
   d. exclusion from one or more examination periods for a maximum period of one year; or
   e. a combination of the measures listed above.
   f. If a student is implicated in a serious case of cheating, then the Board of Examiners may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.
6. The Board of Examiners will not make a decision as referred to in subsection 5 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that there was no cheating.

Article 9 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 10 Registering for examinations

1. Students are required to register for written examinations by entering the dates in the examination registration system no later than 14 calendar days (not *working* days) before the date of examination. Examinations take place during the last two weeks of the study period and during the resit period in August.
2. In special cases the Board of Examiners may deviate from the registration period referred to in subsection 1, however only in favour of the student.
3. Students who do not register for an examination on time may not participate in that exam. In exceptional circumstances the DaCo may allow the student to participate in the examination.
4. If a student participates in an examination for which the student was not properly registered, the Board of Examiners will declare the results of the examination to be invalid.

Article 11 Registering for laboratory courses

1. Registration for laboratory courses takes place in the manner and period indicated on Blackboard for the laboratory course 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 laboratory course on time may not participate in that laboratory course. In exceptional circumstances the DaCo may allow the student to participate in the laboratory course.
4. If a student participates in laboratory course for which the student was not properly registered, the Board of Examiners will declare the results of the laboratory course to be invalid.

Article 12 Registering for a degree audit and applying for degree certificates

1. Registration for a degree audit and the application for a 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 subsection 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. De mogelijkheid bestaat dat de student van wie de onderwijsadministratie heeft vastgesteld dat deze aan alle verplichtingen voor het examen heeft voldaan, door de onderwijsadministratie voor het examen wordt voorgedragen. De onderwijsadministratie stelt de student van haar voornemen tot voordragen voor het examen in kennis, waarop de student kan aangeven nog niet voor het examen voorgedragen te willen worden, omdat hij nog een resultaat wenst te verbeteren of zijn programma wenst aan te vullen.

Article 13 Withdrawal or absence

1. It is possible to withdraw from an examination through the examination registration system no later than 14 days before the date of examination. In exceptional circumstances the DaCo may give permission to withdraw at a later stage.
2. It is possible to withdraw from a degree audit through the Student Administration until ultimately the day on which the meeting for the degree audit in question is to be held.
3. If a student withdraws from an examination or degree audit he/she later must reregister for a subsequent opportunity in accordance with the provisions of Articles 10 and 12, respectively.

Examinations and laboratory courses

Article 14 Taking written and oral examinations

1. When the same examination is administered by more than one examiner, simultaneously or otherwise, and the results of the examination in question are also assessed by more than one examiner, the final assessment will be made on the basis of the relevant (and identical) predetermined standards. If necessary the Board of Examiners will designate an examiner who will have primary responsibility for administering the examination.
2. In special cases the Board of Examiners may allow a student to take an oral examination instead of a written examination. A request to take an oral examination instead of a written examination must be substantiated.
3. An oral examination will preferably be conducted by two examiners.
4. A student's registration will be confirmed by or on behalf of the Board of Examiners during written or oral examinations.

Article 15 Questions and assignments

1. The questions and assignments covered by an examination will not include material that is not part of the sources that are to be made known in advance and from which the questions and assignments are derived. 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 administered.
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 content and form of the course objectives.
4. The questions and assignments will be clear and unambiguous. The method of assessment is to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be.

5. Well before a written examination, the examiner will give the students the opportunity, if possible, to familiarise themselves with examples of representative examination questions and answers and the examination assessment standards.
6. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.

Article 16 Order during examinations

1. The examiner will ensure that invigilators are designated for written examinations. The invigilators will maintain order during the exams and ensure that they run smoothly, on behalf of and under the responsibility of the Board of Examiners. The invigilators will observe the 'Directives and guidelines for invigilators', which will be available in the examination location.
2. At the request of the Board of Examiners the student will be required to identify him/herself using his/her student ID or other valid proof of identity (a passport, ID card or driving licence).
3. 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.
4. A student who does not comply with the provisions contained in or pursuant to the second and third subsection 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.
5. Scratch paper and scrap paper will be provided. However, the student must bring his/her own writing and drawing materials.
6. If the use of a calculator is permitted during an examination, the student must bring his/her own calculator, which must be in compliance with the function limits indicated by the examiner.
7. 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.
8. During an examination the student may not use any pre-programmed calculators, computers, beepers, mobile telephones or other devices that have comparable functions unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
11. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. 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.
14. 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 17 Assessment

1. The assessment method, including the weighing of components, is to be transparent such that the student can ascertain how the result was reached.
2. Written examinations will be assessed, with due observance of the provisions contained in Article 14(1), on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction.
3. A result will be indicated by a mark, a v (*voldaan* - pass), an onv (*onvoldoende* - fail) or a vr (*vrijstelling* - exemption).
4. A final mark for a subject will be expressed in a whole mark or a 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	Unsatisfactory

1.0 – 3.0 Very poor

5. If the marks are rounded off 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 subject 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 component of a subject will be expressed in tenths.
   - A result for an interim examination or practical may be included in the determination of the final mark only if it is at least a 5.0.
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 31 apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit.

Article 18 Registration and publication of exams and laboratory course results

1. Article 14 of the Master's Course & Examination Regulations determines the manner in which the results of an exam will be published.
2. The examiner will send the results of exams to the Student Administration for registration, indicating the date on which the written examination was held or the oral examination was taken.
3. If laboratory courses have been arranged as separate components, the examiner will send the results of those components to the Student Administration for registration, indicating the date on which the laboratory course was completed.
4. The examiner may lay down further rules with respect to the final date on which a report may be submitted or on which a laboratory course must be completed. These rules must be included in the course overview contained in the prospectus.
5. Voor de termijn waarbinnen de examinator de beoordeling van een verslag vastgesteld dient te hebben, geldt de termijn van 15 werkdagen genoemd in OER MSc artikel 14 lid 2 voor het vaststellen van de uitslag van een schriftelijk tentamen. Wanneer het resultaat voor het verslag geen eindresultaat is en dit resultaat niet door de onderwijsadministratie verwerkt wordt, maakt de examinator de beoordeling binnen 20 werkdagen aan de student bekend. OER MSc artikel 14 lid 2 is van overeenkomstige toepassing.

Article 19 Official date of completed exams and laboratory courses

1. The official date of an exam will be the date on which the written or oral exam was administered.
2. The date of a laboratory course will be the date on which the final report is submitted or the oral final presentation is held, or, if there is no report or final presentation, the date on which the laboratory course ends.

Article 20 Retention of work and results

1. Due to the possibility of appeals proceedings, student work that has been assessed, with the exception of three-dimensional projects, must be retained for at least one year after the results have been published. Three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
2. In the event that no result has been published, the period referred to in subsection 1 will commence on the date on which the exam is held.
3. The results of exams will be retained by the Student Administration for a period of at least 10 years.

Exemption

Article 21 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 22 Official date of an exemption

The official date of an exemption will be the date on which the Board of Examiners grants the exemption.

Further rules governing internships and projects

Article 23 Internships

To be completed by the degree programme.

Article 24 Projects

To be completed by the degree programme.

Article 25 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.

Further rules governing MSc final projects

Article 26 MSc final projects

To be completed by the degree programme.

Article 27 Composition of the Master's examining committee for the Master's thesis

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:
   - The professor in charge is chairman of the committee.
   - No less than one member belongs to the scientific staff of the research group responsible for the specialisation;
   - no less than one member belongs to the scientific staff of a different research group of the Delft University of Technology.
   - The committee can be completed by experts from outside the University.

Article 28 Working method of the assessment committee

To be completed by the degree programme.

Article 29 Official date of the MSc final project results

The official date of completion of the MSc final project will be the date on which the oral final presentation is given.

Curriculum components completed elsewhere

Article 30 Inclusion in the degree audit programme

The total number of credits to be submitted for a degree audit and that are derived from components for which an exemption has been granted and from curriculum components completed outside the degree programme may not exceed a total of 40.

Article 31 Provision of information

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 subject code, 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 scope in credits and the result.

Pass/fail rules

Article 32 Pass/fail rules governing Master's degree audit

1. The student meets the requirements for the degree audit once the following have been met:
   a. a result has been earned for all subjects: a mark, a pass (v) or an exemption (vr);
   b. none of the marks may be lower than 6.0.
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 subsection 1. It will stipulate additional requirements if necessary.

Conferring the predicate 'with distinction'

Article 33 The designation 'with distinction' for Master's degree audits

1. A student can receive the designation 'with distinction' for the Master's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:
   a. the weighted average of the results of the courses not including the MSc final project is at least 8.00; passes (v) and exemptions (vr) will not be taken into consideration;
   b. the number of credits for the courses for which a pass (v) has been earned or for which an exemption (vr) has been granted may not exceed 20 credits in total.
   c. The result for the MSc final project is at least 9.0

2. In special cases the Board of Examiners may decide to grant the designation 'with distinction' to a student who does not meet the requirements referred to in subsection 1 if the student in question has shown exceptional skills in the degree programme in question.

See annex for previous Pass/fail rules

Degree certificates and results achieved

Article 34 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 degree certificate for a Master's degree audit will be signed by the Graduating Committee 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.

Article 35 Statement of results achieved

1. A student who has successfully taken one or more exams and to whom a degree certificate within the meaning of Article 34 cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student's personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were earned.
2. A statement as referred to in subsection 1 must be requested from the Student Administration.

Appeal and final provisions

Article 36 Appeals against decisions made by the Board of Examiners

An appeal may be brought against a decision made by the Board of Examiners and/or an examiner within a period of four weeks after the person in question has been notified of the decision. Appeals may be brought before the Examination Appeals Board for the exams referred to in Article 7.60 of the Higher Education and Research Act. The Board of Examiners will refer to this possibility of appeal in its decision.

Article 37 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 38 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 39 Entry into force

These Rules and Guidelines will enter into force on 1 September 2011

Adopted by the Board of Examiners on September 1st 2011

ANNEX OF:

Article 32 Pass/fail rules governing Master's degree audit

Voor cohorten 2008 en ouder geldt dat tot september 2011 de oude slaagregeling nog van kracht blijft. In de oude slaagregeling is het toegestaan voor 1 vak het cijfer 5 behaald te hebben (in de regeling halve cijfergeving moet voor het cijfer 5 een cijfer 4.5 of 5.0 worden verstaan en voor het cijfer 6 een cijfer 5.5 of 6.0).

Article 33 The designation 'with distinction' for Master's degree audits

Bij de masters ME en MT geldt dat de oude cum laude regeling nog van kracht blijft tot september 2011. In deze regeling moet het naar studiepunten gewogen gemiddelde van de resultaten van de vakken zonder het afstudeerwerk ten minste 7,5 zijn. Bij de overige masters lag het gemiddelde al op 8.0