

***Chemical Engineering
Master's Programme
Board of Examiners' Rules***

(art. 7.12 WHW)

Table of contents

Article 1	The board of examiners.....	2
Article 2	Examiners.....	2
Article 3	Examination arrangements, forms and means of assessment	2
Article 4	Written and oral examinations	2
Article 5	Discipline during examinations	3
Article 6	Fraud.....	3
Article 7	Rules for a crisis situation.....	4
Article 8	Registration and publication of examination results	5
Article 9	Flexible programme	5
Article 10	Examination results	5
Article 11	Outstanding ability	6
Article 12	Choice of Master's course list and graduation procedure	6
Article 13	Final project commission	7
Article 14	Inception date	7

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Article 1 The board of examiners

1. The board of examiners nominates one of its members to be chairperson and secretary.
2. The board of examiners may be assisted by programme staff, for example the programme director, the programme coordinator, study advisor and tutors. They have an advisory role in the meetings.
3. The board of examiners may ask for advice from study advisors and student counsellors regarding decisions to be made concerning individual students; in which case the information provided about the student will be regarded as strictly confidential.
4. The board of examiners may decide to confer some of its authority, if necessary with certain constraints and conditions, on the chairperson or the secretary, provided that this is not in conflict with the law or these regulations.
5. An S&OA member adopts the role of registrar during the board of examiners meetings.
6. Board of examiners meetings are closed.

Article 2 Examiners

For the purpose of holding examinations, the board of examiners appoints one or more examiners for each part of an examination, and in the case of several examiners, one of them is chosen as head examiner. Only staff members who teach as well as non-university experts can be appointed as examiners (WHW art. 7.12).

Article 3 Examination arrangements, forms and means of assessment

1. Before an examiner can hold a written examination, at least one other lecturer with relevant expertise assesses whether the proposed examination is sufficiently representative, whether the questions have been clearly stated and whether the degree of complexity matches that of the content taught.
2. Whether the final assessment of a unit of study is to be written, oral or is to take place in another form is stipulated in the description entered in the subject information system.
3. The appointed examiner may, in favour of the student, deviate from that which is stipulated in clause 1 and 2 of this article.
4. At the request of a student, the board of examiners may permit an examination to be held in a different form to that stipulated in the second clause of this article.

Article 4 Written and oral examinations

1. A written examination has a maximum duration of 3.5 hours; an oral examination a maximum duration of 1.5 hours. In the case of students with a functional impairment, deviation from this is permitted, as stipulated in article 10 of the general section of the programme part of student statute, including the course and examination regulations for the TNW faculty's Master's degree programmes.
2. The assessment of the written examination takes place in compliance with the previously-formulated standards for the different examination questions or parts thereof. Students are informed of the maximum number of points to be gained for each question of the written examination, by stating this on the examination question paper.
3. Oral examinations are held in public. This entails that both students as well as lecturers can request the board of examiners to appoint one or more independent observers.
4. The examiner can not hold more than one oral examination at a time, unless otherwise agreed upon between the examiner and the student in question.

5. Examiners who wish to offer an extra examination opportunity to students can obtain permission from the board of examiners (article 13, clause 10 of the general part of the course and examination regulations). The authority to rule on this and to find a suitable time and date in the timetable may be conferred by the board of examiners on the Programme Director. The Programme Director must inform the board of examiners of a decision made in this regard at the examination meeting directly following the decision.

Article 5 Discipline during examinations

1. For each written examination, one or more invigilators are appointed by the head examiner, in order to ensure that the examination takes place in an orderly fashion.
2. During an examination, all electronic devices must be turned off, with the exception of devices which the examiner has explicitly permitted to be used.
3. During the examination, if requested, students must be able to provide identification in the form of proof of enrolment (student card).
4. Upon or after receipt of the examination question paper, every student must provide the invigilator with a completed examination card (name, student registration number, address, name and subject code of the relevant unit of study). By this means, the student states his/her wish to take the examination.

Article 6 Fraud

1. In the event of fraud, the student in question will not be assessed. In this case, the board of examiners can ban him/her for a maximum of one year from taking one or more examinations (WHW art.7.12, clause 4).
2. If the unit of study where fraud has previously been committed is still to be assessed, in such instances the board of examiners can also impose the form of the examination on the student.
3. Fraud is defined as:
 - a. Making use of more or other aids during an examination or parts of an examination than those authorised by the head examiner prior to the examination or examination section.
 - b. Making use of aids or help during an examination or parts of an examination which students knew or should have known were not authorised.
Help or aids as stipulated in the previous sentence are in any case:
 - i. cheating, with or without:
 - the aid of notes
 - by copying during examinations
 - by letting someone else copy from one's own examination
 - by coming into contact, regarding the examination content, with people other than the invigilators, whilst the examination is being held or whilst the work has not yet been handed in.
 - with the aid of electronic devices
 - ii. Forgery.
 - c. Students' behaviour before the start of an examination or part of an examination, which the examiner considers fraudulent and has stated as such, and where he/she has stated which measures will be imposed when having determined this behaviour. Showing one's work to other students falls under this behaviour.
 - d. Plagiarism.
4. The definitions in clause 3 of this article apply to all forms of examinations or parts of examinations, as stipulated in article 14 of the general section of the programme part of student statute, including the course and examination regulations for the TNW faculty's Master's degree programmes.

Article 7 Rules for a crisis situation

1. The Executive Board, or the building manager on their behalf, establishes whether there is a crisis situation or an imminent crisis situation.
2. Once this has been established, (a part of) the building is evacuated in compliance with the corresponding rules that are in force.
3. The board of examiners is informed by the lecturer within one day of the crisis situation, as stipulated in clause 1.
4. If a crisis situation occurs or is imminent, during or shortly before an examination, the following applies: if a crisis situation is imminent before the start of an examination, the examination is immediately postponed. In consultation with the board of examiners, the head examiner sets a new examination time and date. The new examination time and date that has been set within a month (not including holidays), is binding. This is published via the usual means of communication within three workdays after the building has been re-opened.
5. If a crisis situation occurs or is impending, during or shortly before a lecture or laboratory practice, then this will be postponed immediately. In consultation with the board of examiners, the head examiner sets a new lecture or laboratory practice time and date. The time and date are published no later than one day after the re-opening of the building, via the usual means of communication.
6. In the event of a crisis situation or imminent crisis during an examination, the following steps should, if possible, be followed:
 - a. Students' names and student registration numbers must be stated by students on all examination work.
 - b. Those present must, by order of the authority or invigilator in charge, vacate the examination room immediately.
 - c. Students must leave the examination work done behind in the examination room.
7. The board of examiners is responsible for concluding an examination that has been interrupted or has been postponed due to a crisis situation or an imminent crisis situation.
8. In the event that students have been able to start the examination, the board of examiners may rule, if possible and within reason, that the lecturer determines the final grade based on the (partially) answered questions that were handed in.
9. In the event that the board of examiners, on the grounds of clause 8, rules that the lecturer cannot determine a final grade, a re-take of the examination interrupted by the crisis situation will be organised for the affected students within a month (excluding holiday months) of the crisis situation, provided the aforementioned students had registered for the examination in question.
10. The board of examiners ensures that an examination that has been interrupted or has been postponed due to a crisis situation does not count as an examination attempt, as stipulated in article 9 clause 3 of the general part of the Chemical Engineering Master's programme course and examination regulations.

Article 8 Registration and publication of examination results

1. The results of a test are registered by the examiner as part of his/her own administration. No assessment, as defined in clauses 4 to 6 of this article, is made on the basis of test results. The students in question are informed of their results by the examiner, whilst taking into account the students' privacy.
2. In the event that a unit of study is assessed by more than one examiner, the head examiner ensures that this is done based on the same standards.
3. If a written examination has been given a 5 as grade, a student may request for the work to be assessed by a second examiner. If after consultation between both examiners differing assessments remain, the grade is determined by means of the average of both assessments.
4. As a rule, assessments are expressed in terms of the grades from 1 to 10. The grades represent the following:

1: very poor	4: fail	7: a distinct pass	
2: poor	5: almost a pass	8: good	
3: a distinct fail	6: pass	9: very good	10: excellent

Examination sections may be graded 'G' ('gedaan' = 'done'), if according to the examiner(s) a student has at least performed reasonably. Exemptions will be indicated with a 'V' ('vrijstelling') and fails with an 'O' ('onvoldoende') on the grade sheet.

5. If a student does not appear for an examination for which he/she has registered and for which he/she has not withdrawn on time, this will be registered in the Student and Study Administration system. This counts as a fail when determining the number of examination attempts (article 9, clause 3 of the general part of the Chemical Engineering Master's programme course and examination regulations).
6. If a student has been assessed several times for the same unit of study, the highest grade counts.

Article 9 Flexible programme

Contrary to that stipulated in articles 5, 6, 7 and 9 of the programme appendix, students are granted permission to take the Master's final examination based on a set of self-compiled examination sections (a flexible Master's programme, in accordance with WHW art. 7.3c), provided that this set has been approved by the board of examiners. The following requirements apply:

- The total size is 120 ECs
- It comprises a final project with a nominal study-load of at least 45 ECs

Article 10 Examination results

1. The result can be: pass or fail. If a student has failed, the board of examiners may grant him/her the right to have one or more examination sections re-assessed within a stipulated period.
2. The board of examiners determines when the Master's final examination result is to be dated. As a rule, this is the date of the most-recently passed examination section.
3. Students that comply to all of the requirements stipulated below are said to have passed the Master's examination (WHW art. 7.10):
 - all examination sections have been assessed;
 - no examination sections have been graded lower than a 6;
4. The stipulation in clause 3 of this article also applies to a flexible Master's final examination, as described in article 9 of these rules.
5. Board of examiners rulings and results of votes held are recorded in the meeting's minutes.

Article 11 Outstanding ability

The board of examiners may confer the classification 'with distinction' on the Master's degree. For this purpose, the board of examiners assesses the results obtained in the entire Master's programme, whereby the minimum requirements to be eligible for the classification 'with distinction' are:

- The average grade of all the Master's final project sections is 8.5 or higher;
- The average grade of the other sections of the Master's final examination is an 8.0 or higher;
- A maximum of one examination section can be graded with a 6;
- The maximum study duration of the student is three years.

Article 12 Choice of Master's course list and graduation procedure

1. If a student has decided with which Chair he/she wishes to do his/her final project, he/she formulates in consultation with the professor of the Chair (the final project professor) a proposal for the final project and he/she discusses the content of his/her course list. The course list requires authorization by the final project professor.
2. The final project professor is responsible for setting up a final project commission, in compliance with article 13 of these rules, within four weeks of the student requesting it.
3. The final project professor, in consultation with the student, formulates a definite Master's final project description.
4. If there is temporarily no professor at the Chair where a student wishes to do his/her final project, the board of examiners will determine who may assume the tasks of the final project professor, as stipulated in article 13 of these rules.
5. Students fill in the following details both on the 'Graduate contract TNW-ChE' form and on any appendices referred to:
 - the composition of the final project commission;
 - the final description of the final project;
 - the course list including results obtained;
 - if relevant, an overview of the units of study as yet to be completed and the schedule to complete them;
 - a graduation contract including the planned final project start and finish dates, the interim appraisal and interim report dates.

This form can be downloaded from the programme's website.

The form signed by the student and chairperson of the final project commission requesting approval of the final project, the composition of the final project commission, the course list and the final project schedule must be submitted to the board of examiners (c/o S&OA), one month before the student wishes to start the final project.

6. The board of examiners gives a ruling within two weeks of receipt of the request, excluding holidays stated in the timetables.
7. The student will be informed of the ruling in writing. All members of the final project commission receive a copy of the ruling. If the board of examiners has not ruled within four weeks of receipt of the request stipulated in article 5 of this article, excluding holidays stated in the timetables, approval is deemed to have been given.
8. Starting the final project if the board of examiners has not yet given its approval, as stated in clause 6 or clause 7, is not permitted.
9. The chairperson of the final project commission is responsible for carrying out the procedure concerning the final project correctly. In any case, he/she ensures that the agreements made in the graduation contract are kept; thereby, once a fortnight the daily supervisor holds a progress meeting with the student, and the final project commission discusses the progress and the course of the final project on at least one occasion.
10. As part of the final project's assessment, a report by the student regarding the approach, progress and result of this project is submitted to the final project commission. The final project report must be written in English.

11. Students defend the final project report before the final project commission by means of a colloquium. The final colloquium is public and must be presented in English.
12. Students must fill in and submit the 'Application form graduation colloquium' to the board of examiners (c/o S&OA) no later than four weeks before the planned colloquium date.

Article 13 Final project commission

1. A final project commission is assembled to supervise and assess the final project. The final project professor is responsible for the composition of the commission.
2. The final project commission consists of a minimum of three members. The commission must meet the following requirements:
 - the chairperson is professor of the Chair where the student is doing his/her final project;
 - the student's daily supervisor during his final project is a member of the commission;
 - the daily supervisor is a permanent or temporary member of the scientific staff of the aforementioned Chair;
 - if the daily supervisor is a research assistant, then the member of staff who supervises the research assistant, must also be a member of the commission;
 - the commission has a minimum of one permanent member of the scientific staff from a Chair pertaining to the university's technical domain other than where the final project is being done.
3. Scientific experts not belonging to the discipline Chemical Engineering or to the university may be a final project commission member.
4. It is possible to do one's final project at another university or research institute, provided that a professor of the discipline Chemical Engineering is willing to act as final project professor.
5. If the final project is done at another university or research institute, a representative of this organisation must be added as an advisory member to the final project commission.
6. The composition of the final project commission must be approved by the board of examiners.

Article 14 Inception date

These regulations will come into effect on 1st February 2013.

Enacted by the Chemical Engineering Board of Examiners,

Enschede, 13th November 2012.