

# STUDY PROGRAMME COMMITTEE REGULATIONS: OLCCSE

## Article 1: General provisions

1. The Chemical Science and Engineering Study Programme Committee was established to serve the combination of the Bachelor's programme in Chemical Science and Engineering and the Master's programme in Chemical Science and Engineering. In these regulations, references to the Chemical Science and Engineering (CSE) programme should be understood as indicating the combination of these two programmes.
2. The study programme committee for the CSE programme is referred to as the OLCCSE.
3. The research groups belonging to the CSE programme are listed in Appendix 1.
4. In these regulations, any use of masculine nouns, pronouns etc. should be interpreted as including their feminine equivalents.

## Article 2: Members of the Study Programme Committee.

1. The OLC-CSE shall consist of eight (8) members. The composition of the OLC-CSE is covered by Article 11 of the Faculty of Science and Technology (TNW) Faculty Regulations.<sup>1</sup>  
The four staff members represent the programme's teaching staff. The composition shall take into account an adequate distribution across the sub-disciplines supplying the programme, as indicated in Appendix 1.  
At least one of the four student members must be from the Bachelors programme and from the Master's programme.
2. The nomination of new OLC members and the appointment of OLC members is covered by Article 11 of the TNW Faculty Regulations.<sup>1</sup>
3. The term of office for members is covered by Article 11 of the TNW Faculty Regulations.
4. The members of the OLC shall appoint a chair from amongst their number. Every OLC member is eligible for election to this office.
5. The CSE Programme Director shall attend the meetings of the OLCCSE. The meeting is free to invite others for advice.

## Article 3: Duties of the OLCCSE

The duties of the OLC-CSE are covered by Article 8 of the TNW Faculty Regulations.<sup>1</sup>

## Article 4: Duties of the chair.

The chair shall:

- Preside over the meeting
- Supervise progress on the action lines
- Monitor the implementation of decisions/recommendations and any feedback from/to the CSE Programme Director and the TNW Dean
- Provide for the annual report
- Nominate prospective lecturer members and prospective student members for appointment by the Dean

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<sup>1</sup> See Appendix 2.

## **Article 5: Support**

Secretarial support for the OLC-CSE shall be provided by the Office of Educational Affairs (BOZ). The support shall consist of the following:

- Distributing the agenda and meeting documents
- Distributing the minutes
- Taking minutes of the meetings
- Updating the Canvas-site of the OLC-CSE
- Maintaining archives

## **Article 6: Relationships between the TNW Faculty Council, research groups and the Student Council**

1. The OLC-CSE shall send the minutes of its meetings to the Faculty Council and the chairs of the research groups for information purposes. Feedback from the research groups shall proceed through a lecturer member of the OLCCSE.
2. The transfer of information from and to the constituency of the student members shall proceed through the attendance of one of the student members of the OLC-CSE at Feedback Sessions organised by the educational affairs committee of the student association of Chemical Science and Engineering "Alembic".

## **Article 7: Working method of the OLCCSE**

1. Frequency of meetings  
The OLC-CSE shall meet at least four times a year. If three members request an additional meeting, it shall be held within no more than two weeks. In September of each year, the OLC-CSE shall prepare a meeting roster for the upcoming session year.
2. Public character  
Meetings and hearings shall be open to the staff members and students of the degree programmes in Chemical Science and Engineering. The meeting may decide that a certain part of the meeting shall be closed. If this is the case, it must be announced on the agenda that has been issued for that meeting.
3. Public hearings  
At the proposal of at least three OLC-CSE members, a special session may be held in the form of a public hearing, in which the OLC-CSE shall receive information from non-members on topics that have been specified in advance.
4. Agenda  
The agenda of the OLC-CSE shall be prepared by the Chair at least one week before a meeting, in consultation with the members of the OLC-CSE and the Programme Director.
5. Absence and authorisation  
Any member of the OLC-CSE who is unable to attend a meeting shall notify the chair or minutes secretary to this effect as promptly as possible, and preferably in writing. In case of absence, a member may vote by proxy authorisation, albeit only on topics stated on the agenda that has been prepared in advance.
6. Voting right  
Only members of the OLC-CSE shall have voting rights. A valid vote can be held only when more than half of all OLC-CSE members are present. 'More than half of the members' should be understood as follows: five OLC-CSE members, at least two of whom must be lecturer members and at least two of whom must be student members. If, at the start of the meeting, it appears that the provisions of the preceding sentence have not been met, resolutions and votes shall have no legal effect.

7. Reporting  
The minutes of the meeting shall contain, as a minimum, the names of the chair, the minutes secretary, all members present at the meeting, any participants present in an advisory capacity and any members absent with and without notice. The minutes shall also contain a brief indication of the agenda items discussed and of any agenda proposals submitted; a summary of the votes, including an indication of how they were conducted; a list of action items, and all recommendations adopted and resolutions passed at the meeting. Each action line must state the name of the person responsible and a date on which it must be completed.
8. Right to information  
The members of the OLC-CSE have the right, for the purpose of carrying out their duties, to obtain information from the TNW Management Team and the chairs of the research groups belonging to the CSE programme.
9. Working groups  
The OLC-CSE meeting may decide to establish a temporary working group to investigate a particular topic. The meeting shall determine the duties and composition of this working group.
10. Implementation of recommendations and action lines  
Feedback must be provided to the OLC-CSE on decisions and recommendations that have and have not been followed. The implementation of the action lines proposed by the meeting should be monitored.
11. Courses  
If deemed desirable by the OLCCSE, the TNW Management Team must make efforts to ensure that courses that could serve to instruct OLC-CSE members can be taken by those members.
12. Annual report  
For the evaluation of the tasks of the OLC-CSE and to promote continuity, an annual report approved by the Chair shall be submitted each year. This report shall include a summary of the recommendations issued. This annual report must be approved by the OLC-CSE meeting.

**APPENDIX 1:** Research groups belonging to the CSE programme.

**APPENDIX 2:** Article 8 of the TNW Faculty Regulations (OLC framework).

**APPENDIX 3:** Sections 7.13 of the Higher Education and Scientific Research Act/WHW (Education and Examination Regulations/OER) and 7.59 of the WHW (Student Charter)

**APPENDIX 4:** Sections 9.17, 9.18 and 9.19 of the WHW (powers regarding teaching)

**APPENDIX 5:** Sections 7.14 and 9.38 of the WHW (assessment and right of approval)

**Research groups belonging to the CSE programme.**

Domain	S&T Cluster	Programme	Responsible researcher	
<b>Molecular &amp; Materials Science &amp; Technology</b>	Department of Molecules & Materials	Biomolecular Nanotechnology (BNT)	Prof. Jeroen (J.J.L.M.) Cornelissen Dr. Jos (J.M.J.) Paulusse	
		Hybrid Materials for Opto-Electronics (HMOE)	Prof. Christian (C.A.) Nijhuis	
		Molecular Nanofabrication (MnF)	Prof. Jurriaan (J.) Huskens Prof. Pascal (P.) Jonkheijm Dr. Saskia (S.) Lindhoud Dr. Albert (S.Y.) Wong	
		Sustainable Polymer Chemistry (SPC)	Prof. Frederik (F.R.) Wurm Dr. Sissi (S.J.A.) de Beer Dr. Mark (M.A.) Hempenius	
	Nano-electronic materials	Inorganic & Hybrid Nanomaterials Chemistry (IMS)	Prof. André (J.E.) ten Elshof	
		Nano-electronic materials (IMS)	Prof. Guus (A.H.J.M) Rijnders	
		Nanomaterials for energy conversion and storage (IMS)	Prof. Mark (M.) Huijben	
		Optoelectronic materials (IMS)	Dr. Monica (M.) Morales-Masis	
		Physics of Complex Inorganic Nano-Materials (IMS)	Prof. Gertjan (G.) Koster Dr. Chris (C.) Baeumer	
	Bioengineering technologies	Applied Stem Cell Technologies (AST)	Prof. Kerensa (K.) Broersen	
		Biomaterials Science and Regenerative Medicine (AOT)	Prof. Dirk (D.W.) Grijpma	
		(Bio)Artificial Organs (AOT)	Prof. Dimitrios (D.) Stamatialis	
		Engineered Therapeutics (AOT)	Prof. Jai (J.) Prakash	
	<b>Science &amp; Technology of Chemical Processes</b>	Membrane science and technology	Advanced membranes for aqueous applications (MST)	Prof. Erik (H.D.W.) Roesink
			Films in fluids (FiF-IM)	Prof. Nieck (N.E.) Benes
Membrane Processes for Food (MST)			Prof. Karin (C.G.P.H.) Schroën	
Membrane Surface Science (MST)			Prof. Wiebe (W.M.) de Vos	
Process & catalysis engineering		Soft matter, fluidics and interfaces (SFI)	Prof. Rob (R.G.H.) Lammertink Dr. Jeffery (J.A.) Wood	
		Catalytic Processes and Materials (CPM)	Prof. Leon (L.) Lefferts Dr. Jimmy (J.A.) Faria Albanese Dr. Aayan (A.) Banerjee	
		Inorganic membranes (IM)	Prof. Arian (A.) Nijmeijer Dr. Marie-Alix Pizzoccaro-Zilamy	
		Mesoscale Chemical Systems (MCS)	Prof. Han (J.G.E.) Gardeniers Dr. (A.) Arturo Susarrey Arce	
		PhotoCatalytic Syntheses (PCS)	Prof. Guido (G.) Mul	
		Process Systems Engineering (SPT)	Prof. Meik (M.B.) Franke Prof. Edwin (E.) Zondervan	

APPENDIX 1 to the Regulations of the CSE Study Programme Committee.

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Sustainable Process Technology (SPT)	Prof. (D.W.F.) Wim Brilman Prof. Sascha (S.) Kersten Prof. Boelo (B.) Schuur Dr. Louis (A.G.J.) van der Ham Dr. Pilar (M.P.) Ruiz Ramiro
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## **Articles from the TNW Faculty Regulations concerning the Study Programme Committee**

### **Article 8 Study Programme Committees (WHW Sections 9.18 and 9.38c)**

1. For each programme or combination of a Bachelor's programme and a Master's programme, the Faculty Board shall establish a study programme committee, with half of the members being students and half being staff members.
2. Half of the members of each study programme committee shall be staff members, and the other half shall be students enrolled in the programme in question. The study programme committee of a single programme (the Bachelor's programme in Advanced Technology and the Master's programme in Nanotechnology) shall consist of at least six members. The study programme committee of a Bachelor's programme and the corresponding Master's programme shall consist of eight (8) or ten (10) members, with at least one Master's student for an eight-member committee and at least two Master's students for a ten-member committee.
3. Members of study programme committees shall be appointed by the Faculty Board. New staff members shall be nominated by the incumbent staff members or by the Programme Director. New student members shall be nominated by the students of the relevant programme or group of programmes.
4. The method of appointing the members of the study programme committee shall be discussed in the Faculty Council every year. Each year, the Faculty Board and the Faculty Council will decide whether that method of selecting the members of the committee should be maintained.
5. The study programme committee will select its own chairperson.
6. The term of office for members of the study programme committee shall be one year for students and two years for staff members. Members may be reappointed a maximum of two times.
7. The study programme committee shall:
  - a. Be charged with providing advice on how to improve and safeguard the quality of the programme
  - b. Have right of approval with respect to the Education and Examination Regulations, within the meaning of Section 7.13 of the WHW, with the exception of the subjects specified in the second paragraph under a, f, h–u and x, and with the exception of the requirements referred to in Sections 7.28(4) and (5) and 7.30(b) of the WHW
  - c. Be charged with conducting an annual assessment of the manner in which the Education and Examination Regulations are implemented
  - d. Have the right to advise with respect to the Education and Examination Regulations, as referred to in Section 7.13 of the WHW, with the exception of the topics with respect to which the study programme committee has right of consent on the basis of Sub-section b
  - e. Upon request or at its own initiative, provide advice or submit proposals to the management of the programme and the Faculty Board regarding any matter relating to teaching within the relevant educational programme.
8. The study programme committee shall be given an opportunity to consult the Programme Director or the Faculty Board before it proceeds to issue advice.
9. The study programme committee shall be informed in writing as soon as possible by the Programme Director or the Faculty Board concerning whether the advice issued was (or will be) acted upon.
10. If the study programme committee issues a proposal as referred to in 7e of this article to the Programme Director or the Faculty Board, the Programme Director or the Faculty Board shall respond within two months after receiving the proposal.
11. The study programme committee shall forward the advice and proposals as referred to in Section 7 to the Faculty Council for information purposes.
12. At least twice each year, the study programme committee may invite the Programme Director or the Faculty Board to a meeting to discuss proposed policy, based in the agenda that it has set in advance. At least once a year, the meeting shall be attended by the Dean in person.

13. The Programme Director and the study programme committee shall meet whenever a reasoned request to this end is submitted by the Programme Director or the study programme committee. The meeting shall take place within three weeks after the request for a meeting has been submitted in writing to the Chair of the study programme committee.
14. The study programme committee shall publish an annual report each year.

APPENDIX 3 to the Regulations of the CSE Study Programme Committee.

Sections in the WHW concerning the Education and Examination Regulations (OER) and the student charter

### **Section 7.13 Education and Examination Regulations**

1. The board of the institution shall adopt Education and Examination Regulations for each programme or group of programmes offered by the institution. The Education and Examination Regulations shall contain clear and adequate information about the programme or group of programmes.
2. Without prejudice to the other provisions of this law, the Education and Examination Regulations shall lay down the applicable procedures and rights and obligations relating to teaching and examinations for each programme or group of programmes. The provisions shall include at least the following:

*a. The content of the programme and the associated examinations*

*a.1 The manner in which the teaching provided in the relevant programme is evaluated*

*b. The content of the specialisations within a programme*

*c. Qualities relating to the knowledge, insight and skills that a student should have acquired upon completing the programme*

*d. As needed, the organisation of practical exercises*

*e. The study workload of the programme and of each of the corresponding units of study*

*f. The further rules, as referred to in Sections 7.8b(6),<sup>2</sup> and 7.9(4)<sup>3</sup>*

*g. Section 7.4a(8)<sup>4</sup> has been applied with regard to which Master's programmes, the number and sequentiality of the final examinations, as well as the times at which they may be taken*

*h. The full-time, part-time or dual arrangement of the programme*

*i. Where applicable, the sequence in which, the periods during which and the number of times in each academic year that the opportunity will be offered to take the examinations and final exams*

*j. The further rules referred to in Section 7.10(4) concerning*

*k. whether the final examinations are to be administered orally, in writing or in some other manner, subject to the authority of the examination board to determine otherwise in special cases*

*m. The manner in which students with disabilities or chronic illness will be given a reasonable opportunity to take the final examinations*

*n. the public nature of oral final examinations, subject to the authority of the examination board to determine otherwise in special cases*



*o. The period within which the results of an examination will be announced, and whether, and if so how, this deadline can be departed from*

*p. The manner in which and the period during which the individual who has taken a written examination is entitled to inspect the marked work*

*q. The manner in which and the period during which the questions and tasks set within the framework of a written examination may be inspected, as well as the standards for assessment*

*r. The grounds on which the examination board may grant exemption from sitting one or more examinations on the basis of previously passed examinations in higher education or in view of knowledge and skills attained outside higher education*

*s. Where applicable, whether passing certain exams shall or shall not be a condition for being permitted to take other examinations*

*t. Where applicable, the obligation to participate in practical exercises with a view to being permitted to take the relevant examinations, subject to the authority of the examination board to grant an exemption from that obligation, subject to the imposition of alternative requirements*

*u. The monitoring of study progress and individual student guidance*

*v. If applicable: The method by which students are selected for a special track within a programme, within the meaning of Section 7.9b<sup>5</sup>*

*x. The actual structure of the teaching*

*y. If applicable: the regulations, as referred to in Article 7.9a(3), second clause*

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<sup>2</sup> Regulations concerning the binding recommendation on continuation of studies in the first year

<sup>3</sup> Regulations concerning the referral after the first year

<sup>4</sup> Regulations concerning an increase in the study workload during the Master's programme

<sup>5</sup> Selection for a special track aimed at attaining a higher level

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3. The Education and Examination Regulations of the Associate's degree programme shall describe the options that are available for associate-degree graduates of the institution to advance to a Bachelor's programme.

Explanatory note<sup>6</sup>

The minimum contents of the Education and Examination Regulations (OER) that each programme or group of programmes must contain are specified in Section 7.13. The OER shall be adopted by the institutional administration, usually by the Faculty Board or, in the university, always by the single or multi-member Faculty Board. The OER can be regarded as 'a true portrait' of the programme and, in terms of function, it is the central document in the educational enterprise.

**Section 7.59 Student Charter**

1. Het institutional administration shall adopt and publish the student charter.
2. The institutional administration shall distribute the student charter to each student upon initial enrolment in a programme. If necessary, the institutional administration shall also distribute the student charter upon enrolment for subsequent academic years.
3. The student charter shall contain a programme-specific part and an institution-specific part.
4. The programme-specific part shall contain at least the following:
  - a. A description of the programme structure and the supporting facilities offered to students by the institution, including at least the following:
    1. Information on the structure, organisation and implementation of teaching
    2. Student facilities
    3. Student guidance facilities
  - b. The adopted Education and Examination Regulations, as referred to in Section 7.13(1)
  - c. A description of procedures that apply to programme, in addition to those referred to in 5(b–2<sup>e</sup>)
5. The institution-specific part shall contain at least the following:
  - a. A description of the rights and obligations of students arising from the provisions of or pursuant to the Act
  - b. An overview of the regulations intended to protect the rights of students, which include the following:
    1. A description of the procedures for the treatment of complaints and disputes, as referred to under Title 4, along with the procedures for disputes relating to participation and the right to appeal that can be derived from this Act and other statutory regulations, and
    2. A description of supplementary procedures intended to protect the rights of students, as put in place by the institutional administration

Explanatory note<sup>4</sup>

The Higher Education and Scientific Research Act (WHW), particularly Section 7, contains a number of provisions that safeguard the legal status of students. These rights are brought together in Section 7.59, which obligates the institution to maintain a student charter. This student charter should be regarded as a collection of rules—rights and obligations of students—already established by other means (purely declaratory statute). The legal protection exists largely in the form of requirements for the Education and Examination Regulations (Section 7.13 of the WHW), which are further elaborated by the institution.

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<sup>6</sup> Kwikkers, P.C., R.G. Louw (2005). WHW - tekst met toelichting en index [The Higher Education and Scientific Research Act (WHW), text with explanatory notes and index]. SDU Publishers.

APPENDIX 4 to the Regulations of the CSE Study Programme Committee.

Sections from the WHW concerning the administration of the programme

**Section 9.17 Administration of programmes**

1. The Dean shall appoint a multi-member board for each programme established within the faculty. In derogation from the first clause, a Programme Director will suffice.
2. If a multi-member board is provided, it must include a student.
3. The Faculty Regulations specify further rules concerning the administration of the programmes.
4. A member of the programme's board may not simultaneously be a member of the study programme committee of that programme.
5. For the purposes of this Section, programmes can also be taken to mean a Bachelor's programme and one or more subsequent Master's programmes.

**Section 9.18 Study Programme Committees**

1. A study programme committee shall be established for each degree programme or group of programmes. The committee shall be charged with providing advice on how to improve and safeguard the quality of the programme. The committee shall further:

*a. Have right of approval with regard to the Education and Examination Regulations, as referred to in Section 7.13, with the exception of the topics listed in (2), under a, f, h–u and x, and with the exception of the requirements referred to in Sections 7.28(4,5) and 7.30b(2),*

*b. Be charged with the duty of conducting an annual assessment of the implementation of the Education and Examination Regulations*

*c. Have the right to prior consultation with regard to the Education and Examination Regulations, as referred to in Section 7.13, with the exception of the topics for which the committee has the right of approval based in part on (a)*

*d. Be charged with the duty of advising or making proposals, either upon request or at its own initiative, to the programme's board, as referred to in Section 9.17(1), and to the Dean on all matters concerning teaching within the programme concerned.*

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The committee shall forward the advice and proposals, as referred under (d), to the Faculty Council for information purposes.

2. In an advisory report, as referred to in (1), Section 9.35, preamble and Parts b and c, shall apply equally.
3. If the committee makes a proposal, as referred to in Sub-section 1(d), to the programme's board or Dean, the board or Dean, respectively, shall respond to the proposal within two months after receiving the proposal.
4. Section 9.31(3–8) shall apply equally to the study programme committees. In consultation between the programme's board or the Dean, respectively, and the Faculty Council, the Faculty Regulations may specify a method of composition for the study programme committee other than election. Each year, it shall be determined whether it would be desirable to adopt this alternative manner of composition.
5. The study programme committee shall be authorised to invite the programme's management or the Dean at least twice a year to discuss the proposed policy, based on an agenda that it has prepared in advance.
6. Where a faculty has only a single programme, the faculty regulations may specify that the duties and powers of a study programme committee should be carried out by the Faculty Council, as referred to in Section 9.37.

## **Section 9.19 Responsibilities and rights of professors**

1. The staff of the university includes at least the professors. The appointment decision shall specify the academic area in which the teaching and research duties of the professor are to be carried out.
2. Professors bear particular responsibility for the development of the academic areas assigned to them, as well as for the content of the teaching to be given within that area, without prejudice to the authority of the programme's board, as referred to in Section 9.17.
3. Professors who have been honourably discharged from their duties shall retain the right to act as thesis supervisors for five years following their dismissal.
4. Professors shall be entitled to use the title of professor. Former professors who have been granted honourable discharge as professors for health reasons, for voluntary early retirement or upon or after reaching the statutory age of retirement applying to public service shall also be entitled to use this title.

### Explanatory note<sup>7</sup>

Sections 9.17–9.19 refer to the boards of programmes, the duties of the study programme committee and the rights and responsibilities of professors. A programme board may consist of only one member (the Programme Director) or of multiple members. In the latter case, one of the members must be a student. The programme board was introduced in order to ensure that one person or body is responsible for the quality of teaching for each degree programme.

The study programme committee serves to strengthen the position of students in the implementation of teaching. If a faculty includes a number of programmes for which relatively few students are enrolled, a study programme committee may be established jointly for those programmes, as long as each programme is represented on that committee. The explicit inclusion of the possibility in Section 11.11 for the OU, implies *a contrario* that a study programme committee for a group of programmes is not possible at research universities and universities of applied sciences. A study programme committee has two duties: advice and consultation. Although the Act refers to the 'appointment' of the members of the study program committee, it allows this to be done following an election.

Professors shall not be appointed by a faculty or any component thereof, but by the university. Their appointment decisions shall specify the academic areas in which their teaching and research duties are to be carried out. Professors bear responsibility for the development of their assigned academic areas, as well as for the content of the teaching to be given within those areas. The boundaries of the powers of the programme board are located at this point. Professors structure their own teaching and research independently (chair concept).

Kwikkers, P.C., R.G. Louw (2005). WHW - tekst met toelichting en index [The Higher Education and Scientific Research Act (WHW), text with explanatory notes and index]. SDU Publishers.

APPENDIX 5 to the Regulations of the CSE Study Programme Committee.  
Sections from the WHW concerning assessment and the power of consent

**Section 7.14 Assessment of the Education and Examination Regulations**

The institutional administration shall ensure the regular assessment of the Education and Examination Regulations, weighing the resulting time commitment for students for the purpose of monitoring and, if necessary, adjusting the study workload.<sup>8</sup>

**Section 9.38 Faculty Council power of consent**

The Dean requires the prior approval of the Faculty Council for any decision to be taken with regard to the adoption or amendment of the following:

- a. The Faculty Regulations, as referred to in Section 9.14, and
- b. The Education and Examination Regulations, as referred to in Section 7.13 of the WHW, specified in (2), under a–g and v,<sup>9</sup> and (4), as well as the requirements referred to in Sections 7.28 (4 and 5) and 7.30b (2)

<sup>8</sup> According to the explanatory memorandum to the Act, this duty may be delegated to the study programme committee.

<sup>9</sup> Concerning the content and scope of programme.

<sup>10</sup> Requirements with regard to exemptions based on other degrees earned.

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