

***Rules of the Examination Board
for the bachelor's programme in
Chemical Science & Engineering
as of 1 September 2024***

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Definition of terms

Assessment plan (schedule)	A plan describing how the testing of a module is organised.
EER	The General Section of the programme part of the student charter, including the education and examination regulations (EER) for the Bachelor's programmes Advanced Technology, Biomedical Engineering, Health Sciences, Chemical Science & Engineering, Technical Medicine, Applied Physics of the Faculty of Science and Technology, University of Twente (https://www.utwente.nl/en/cse/regulations/)
CSE-EER	Programme-specific part to the programme section of the students' charter, including the education and examination regulations Chemical Science & Engineering (CSE) Master's Programme (https://www.utwente.nl/en/cse/regulations/master/master-eer/)
Research group	With research group is meant one of the research groups that participate in the study programme Chemical Science and Engineering, listed in the appendix A.
Examination Board	The body that objectively and professionally assesses whether a student meets the conditions laid down in the education and examination regulations regarding the knowledge, understanding and skills required to obtain a degree (Article 7.12 WHW).
Examination	An evaluation, performed to conclude a study unit, of the student's knowledge, understanding and skills, as well as the assessment of the outcomes of that evaluation (Article 7.10 WHW); an examination may consist of a number of tests.
Examiner	The individual appointed by the Examination Board to administer examinations and tests and to determine the results, in accordance with Article 7.12 paragraph c WHW.
Module	A total of 15 EC of one or more study units, in which the student's programme-specific knowledge, skills and attitude are developed and assessed as far as possible in an integrated and/or coherent manner.
Programme Director	The Programme Director of the programme Chemical Science and Engineering of the University of Twente.
Study unit	A programme component as defined in Article 7.3, paragraph 2 and 3 of the WHW. Each study unit is concluded with an examination. An examination can consist of multiple tests.
Test	An evaluation of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation. A test is a part of an examination. If the examination for a study unit consists of a single test then the result of that test will count as the result of the examination. A test can consist of subtests.
Student Information System	The system (known as OSIRIS) indicated by the institutional administration for the registration of and information on all relevant data on students and programmes, in the sense of the WHW.
WHW	The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since. (https://wetten.overheid.nl/BWBR0005682/2024-05-01)

Article 1 The Examination Board

1. The Examination Board consists of minimally five members.
2. The term of office of the members of the Examination Board is three years. Members can be reappointed once.
3. The members of the Examination Board are appointed by the board of the Faculty of Science and Technology on the recommendation of the Programme Director and the members of the sitting Examination Board.
4. The members of the Examination Board are members and lecturers of the programme Chemical Science and Engineering, except for one member who is from outside this programme and preferably has an educational background.
5. From among its members, the Examination Board appoints a chair and a secretary.
6. The Examination Board may be assisted by programme staff, e.g. the programme director, the programme coordinator, the study adviser(s). These parties may attend the Examination Board meetings, but have only an advisory role.
7. The Examination Board can request the advice of study advisers and other study counsellors regarding decisions to be made concerning individual students; all information provided on students will be treated as confidential.
8. The Examination Board can, as far as this is not in conflict with the law or with this regulation, decide to delegate some of its responsibilities, possibly subject to limiting conditions, to the chair and/or the secretary of the Examination Board or other members of the Examination Board. The delegated responsibilities are listed in appendix B.
9. A staff member of the Centre for Educational Support of the Faculty of Science and Technology (CES-TNW) will attend the meetings of the Examination Board as administrator.
10. The meetings of the Examination Board are closed to the public. The decisions of the Examination Board and the outcome of votes are recorded in the meeting minutes, and are only communicated to the persons that are affected by the decision(s).
11. The Examination Board uses a set of rules which define (1) its composition, (2) its working methods, (3) the delegation of responsibilities and (4) the division of duties among its members (This document: Rules of the Examination Board for the Chemical Engineering Bachelor's Programme).
12. The Examination Board publishes yearly a report with anonymized information about its activities, that is provided to the Faculty Board.
13. The Examination Board can only make decisions if at least three members are present in the Examination Board meeting. This does not apply to the delegated responsibilities (Art.1 lid 8 of these regulations).
14. The dates of the meetings of the Examination Board of the whole academic year are published at the beginning of the academic year on the CSE Canvas site.

Article 2 Examiners

1. For the purpose of holding the examinations and tests, the Examination Board appoints one or more examiners for each study unit. Only staff members who teach, as well as non-university experts can be appointed as examiners (WHW Art. 7.12). If there is more than one examiner, one of them is appointed as the responsible examiner. The responsible examiner determines the result of the examinations for the entire study unit (elaboration of WHW art. 7.12c paragraph 1), communicates the results to the students and the Exam-Office of S&T and is responsible for the timely registration of the results in the Student Information System
2. Examiners must have obtained the University Teaching Qualification (UTQ) or the University Examination Qualification (UEQ or BKE) or must have been exempted by the Examination Board from this condition. Non-university experts can be member of examination committees (WHW Art. 7.12).
3. The chair of the final Bachelor's assignment committee acts as the examiner responsible for the final Bachelor assignment.
4. The examiners will provide the Examination Board with requested information related to the tasks of the examiner (WHW Art. 7.12c paragraph 2).

Article 3 Contents and form of exams and test format

1. The examiner is responsible for checking regularly with another topical expert whether the proposed test is sufficiently representative and reliable, whether the questions have been clearly stated, and whether the level of difficulty is in accordance with the learning objectives of the study unit (four-eyes principle).
2. The description in the course catalogue defines whether the final assessment of a study unit will be performed in writing, orally or by means of another method.
For each module of the CSE BSc programme an assessment plan has been established . It lists the tests within a study unit and states the conditions for passing the study units. In the latter case, the plan states how the grading of the study unit is derived from the grading of tests within the study unit. This assessment plan must have been published on the Canvas page of the module or in the Student Information System) no later than two weeks before the start of the module.
3. The assigned examiner may decide to deviate from the form of the examination, as defined in paragraph 2, in favor of the student. This can also be done on request of the student. In case the student request was not granted by the examiner the student can request the Examination Board for another testing method.

Article 4 Written and oral tests

1. A written test has a maximum duration of 3 hours; the maximum for an oral test is 1.5 hours. Deviation from this rule is possible (a) in the case of students with a functional impairment (Article 7.2 of the EER), (b) when the examiner has compelling reason to do so, after approval by the Examination Board (Article 3.3 paragraph 3 of the EER).
2. Written tests are assessed on the basis of pre-defined partial grade standards for the various assignments or partial assignments of the test. The student is informed of the maximum score for each assignment in a written test by adding this information to the assignment in the test.
3. Oral testing is not open to the public. This is subject to the provisions in Article 3.7 paragraphs 1 and 2 of the EER. This rule does not apply to the final presentation and defense of the bachelor's final project, which is always open to the public, without restrictions of confidentiality.
4. The examiner cannot hold an oral test for more than one student at a time, unless agreed otherwise in consultation between the examiner and the student(s) involved. Joint oral testing of a group of students is possible in the case of group work.
5. For each study unit at least one extra examination opportunity must be offered in the same academic year.

Article 5 Order during test sessions

1. For each written test, the responsible examiner assigns one or more supervisors who will ensure that the testing session takes place in an orderly fashion.
2. Only students who have registered for a particular test are entitled to take the test.
3. All electronic equipment and applications must be switched off during the test session, with the exception of the use of equipment and applications for which the examiner has explicitly given permission.
4. During a test, students must be able to identify themselves upon request by means of a proof of enrolment (student ID). Students with a functional impairment who have obtained permission to perform the written test in a deviating manner or with a deviating duration, should be able to show valid proof of this permission.
5. At the start of the test, the student writes his/her name and student number on all test materials.
6. Further rules with respect to behavior before, during and after the test are described in the UT 'Rules of order for written tests' (<https://www.utwente.nl/en/cse/regulations/> and given the Appendix C).

Article 6 Fraud

1. Fraud is defined as follows:

- a. The use of more or other materials during a test than those mentioned by the examiner as permitted prior to the start of the test.
 - b. The use of materials or assistance or the offering of materials or assistance during a test of which the student knows (or should have known) that this is not permitted. This includes, among other things:
 - i. Cheating during a test, whether or not:
 - by the use of unauthorised materials, such as: books, notes, electronic devices
 - copying from others or allowing others to copy from you
 - communicating about the test matter with persons other than the supervisors, before handing in the test
 - ii. Forgery.
 - c. Specific behaviour specified by the examiner prior to the exam, and for which measures have been stated that will be taken if it occurs.
 - d. Plagiarism.
 - e. The use of AI software (for example ChatGTP) when writing any report that is handed in for assessment, unless such use was explicitly allowed by the examiner.
2. The examiner and/or the department must always inform the Examination Board of any possible case of fraud. The Examination Board can, after consulting all parties involved, decide to take suitable measures.
 3. If a student student has committed fraud, the Examination Board can revoke that person's right to take one or more tests, exams or final examinations to be indicated by the Examination Board, for a period to be defined by the Examination Board, for a maximum of one year. In case of serious fraud, the institutional administration can, by recommendation of the Examination Board, permanently terminate the student's enrolment (WHW Art.7.12b paragraph 2). The student will not receive any assessment for the test in which he or she committed fraud.
 4. If a student is allowed to take an exam for the study unit after fraud has been established, the Examination Board can impose the manner of testing of the relevant subject on the student in question.

Article 7 Rules in the event of an emergency shortly before or during an assessment, test or exam.

1. The Executive Board, or the building manager on their behalf, establishes whether there is an emergency or imminent emergency.
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 Examination Board is informed of the emergency mentioned under paragraph 1 by the examiner within one day.
4. If an emergency situation occurs or is considered to be imminent, during or shortly before an exam, the following applies: In case of an imminent emergency situation before the start of an exam, the exam is postponed with immediate effect.-The responsible examiner sets a new exam time and date after consultation of the programme director and students involved. The new examination time and date must be set within a month of the original date (not including holidays) and is binding. This is published via the usual means of communication within three working days after the building has been re-opened.
5. In the event of an emergency or an expected emergency during a test, the following procedure applies:
 - a. The student's name and student number must be marked on all examination work by the student.
 - b. Those present must immediately leave the test room, on instruction of the authority in charge or the supervisor.
 - c. All students leave all their test materials in the test room.
6. The Examination Board is responsible for deciding on the validity of a test that was interrupted or postponed due to an emergency or imminent emergency. The final grade is then based on the (partially) completed work that was handed in.
7. In the event that the Examination Board, on the grounds of paragraph 6, rules that the examiner cannot determine a final grade, a re-take of the exam interrupted by the emergency situation will be organized for the affected students within a month (excluding holidays) of the emergency situation, provided the aforementioned students have registered for the exam in question.

Article 8 Determination, registration and publication of the exam results

1. Only the final examination result (the 'grade') is registered in the Student Information System. If an examination consists of more than one test, the examiner saves the test results in his/her own administration. The students will be informed of their results by the examiner, observing the students' privacy.
2. If the assessment of a written examination or test results is a (not rounded) grade ≥ 4.5 and < 5.5 , the student may request to have the work assessed by a second examiner. If, after consultation between the two examiners, the assessments still differ, the grade will be the average of the two assessments.
3. Examination results of a study unit, as registered in the Student Information System, are expressed in half grades from 1.0 up to and including 5.0 and from 6.0 up to and including 10.0 in compliance with the provisions in article 4.1 paragraph 9 of the EER. These grades have the following meaning:

1, 1.5: very poor	4, 4.5: fail	7, 7.5: a distinct pass
2, 2.5: poor	5: almost a pass	8, 8.5: good
3, 3.5: a distinct fail	6, 6.5: pass	9, 9.5: very good 10: excellent

4. The grades registered in the Student Information System (OSIRIS) by the examiner must be rounded to the nearest half grade. (The Student Information System will round a grade 5.5 to 6.0.)
5. Each examination result must be registered in OSIRIS by the examiner. In case the student participated in an examination but did not complete it the grade can be registered as NVD ('Niet VolDaan') or F ('Fail').
6. Examination results obtained at any other Dutch university will be registered one-to-one in the Student Information System (Article 3.3 paragraph 9 of the EER.)
7. Examination results obtained at foreign universities will be registered in the Student Information System with 'P' (pass) if the result(s) correspond(s) to a 'pass' or better at the foreign university. If the student wants to make use of this possibility he/she has to send a motivated request to the Examination Board.
8. Exemptions for a study unit are indicated on the list of grades and in the Student Information System with Exemption ('Ex'). Exemptions can be granted by the Examination Board if the content of the study unit is sufficiently contained in the content of other courses or (curricular) activities (at the University of Twente or other universities. To this end the student has to send a motivated request to the Examination Board.
9. If a student receives more than one valid grade for the same study unit, the highest result will apply. This equally applies for tests and components of tests.

Article 9 Flexible programme

Contrary to the provisions in Article 3 and 4 of the CSE-EER, a student is allowed to take the Bachelor's final examination on the basis of a set of examination components proposed by the student (also known as a Bachelor's flexible programme, in line with WHW article 7.3h), provided this set of components has been approved by the Examination Board.

The following minimum requirements apply:

- a. The programme must consist of at least 180 EC.
- b. The programme includes at least 6 of the 8 compulsory modules from the B1 and B2 phases.
- c. The programme includes a final Bachelor's assignment with a nominal study load of no less than 15 EC.

The Examination Board will check that the flexible programme is appropriate and consistent within the domain of the programme and that the level is high enough with respect to the intended learning outcomes of the programme.

Article 10 Resits and exemption

1. For resits of tests or repairs of practical work the rules as stated in the assessment plan of the module in question apply.
2. The Examination Board will decide whether any exception to the provisions stated in paragraph 1 can be made for individual students. This includes the granting of an additional resit or repair opportunity. To this end the student must submit a request with argument(s) to the Examination

Board.

3. The Examination Board may grant full or partial exemptions for study units on the basis of competencies acquired elsewhere. To this end, the student must submit a request accompanied by a positive recommendation from the examiner of the study unit in question to the Examination Board, after consultation with the study advisor.
4. An examiner who wants to offer students an additional test opportunity beyond the obligatory second opportunity requires the permission of the Examination Board (Article 4.5 paragraph 3 of the EER). The Examination Board has delegated the authority to make this decision and to determine a suitable moment in the timetable to the programme director. The programme director must inform the Examination Board of the decision in the next Examination Board meeting.

Article 11 Final Examination

1. Students have passed the Bachelor's final examination (WHW art. 7.10 paragraph 2, art 7.12b paragraph 3) when they meet the criteria set for the cohort concerned (all grades mentioned below refer to the grade as registered in the Student Information System):
 - A. Students from the 2020/2021 cohort and later have passed the Bachelor's final examination when they meet the following criteria:
 - a. at most one of the four Math study units in the B1 programme (Introduction to Mathematics & Calculus 1A; Calculus 1B; Linear algebra; Calculus 2) has been completed with a grade 5.0, and at least one other Math study unit has been completed with a grade ≥ 6.5 .
 - b. all other study units in the B1-programme have been completed with a pass grade (≥ 6.0);
 - c. all study units of the B2 and B3 programme have been assessed with a pass grade (≥ 6.0).
 - B. Students from the 2019/2020 cohort have passed the Bachelor's final examination when they meet one of the following criteria a and b:
 - a. all study units in the B1-programme have been completed with a pass grade (≥ 5.5);
 - b. one of the four Math study units in the B1 programme (Introduction to Mathematics & Calculus 1A; Calculus 1B; Linear algebra; Calculus 2) has been completed within the range 5.0-5.4, and at least one other Math study unit has been completed with a grade ≥ 6.5 . All other study units from the B1 programme have been completed with a pass grade (≥ 5.5);and they meet both of the following criteria:
 - c. all examination components of the B2 and B3 programme have been assessed;
 - d. none of the examination components of the B2 and B3 programme have been assessed with a grade lower than 6.0.
 - C. Students from the 2013/2014 cohort and later, and students from earlier cohorts who have been transferred to the 2013/2014 programme (or later) have passed the Bachelor's final examination when they meet both of the following criteria:
 - a. all examination components of the programme have been assessed;
 - b. none of these examination components have been assessed with a grade lower than 6.0.
2. The Examination Board determines the day on which the exam results for the Bachelor's final examination are dated. As a rule, this is the day that the last study unit is completed.
3. A student has the right to submit a written, motivated request to the Examination Board to postpone their decision that the Bachelor's final examination has been passed, and accordingly, to postpone the granting of the degree certificate (WHW art.7.11 paragraph 3, EER art. 5.2 paragraph 3). In this request the student must indicate at least the desired duration of the delay. In case the student requests for a delay of the final examination date, the new graduation date will be determined by the Examination Board. The student will be informed of the possibility to postpone the final examination date in the response that the student will receive after the 'Bachelor's assignment CSE request' has been processed by the Examination Board.
The request for postponing the final examination date must be submitted to the Examination Board no later than six weeks before completing the last study unit.

Article 12 Exceptional ability ("cum laude")

During the graduation ceremony, the Bachelor's certificate may be issued with the designation 'cum laude'. For this, the Examination Board assesses all results obtained during the Bachelor's programme, that count

towards the CSE Bachelor's programme, using the following minimum conditions for qualifying for the designation 'cum laude':

- a. The final grade for the final Bachelor's assignment is 9.0 or higher.
- b. For a maximum of three study units of the bachelor's programme, maximum three grades are recorded. All other study units have only one recorded grade.
- c. The not rounded and unweighted (that means not weighted for the number of EC's of a programme element) average grade of the final grades for the other elements of the Bachelor's final examination, as registered in the Student Information System is 8.0 or higher. Non-numerical grades are not taken into account.
- d. The student has completed the Bachelor's programme within a maximum of four years. Exemptions ((personal) circumstances) on this period can on request be considered by the Examination Board.
- e. If the student completed the two-bachelor's programme (CSE-EER Article 6a) with the Applied Physics programme, the paragraphs a-c) apply to the grades that are registered in the Student Information System for the programme elements related to the CSE Bachelor programme. The final grade for the final Bachelor's assignment is valid for both the Applied Physics bachelor programme and the CSE bachelor programme. The student has completed the two-bachelor's programme within a maximum of five years and four months. Exemptions ((personal) circumstances) on this period can on request be considered by the Examination Board.

Article 13 Final Bachelor's assignment procedure

The following procedure applies:

Preparation of the assignment

1.
 - a. The literature study and drafting of the research plan ("*Preparation for the final Bachelor's assignment*") are part of the eleventh module. During the eleventh module, before the student starts writing the research proposal and conducting the literature study, the student chooses an assignment from a research group in the area of the discipline Chemical Science and Engineering.
 - b. The student formulates a project description for the bachelor's assignment in consultation with the head supervisor of the final bachelor assignment committee and submits the assignment proposal to the Examination Board for approval, using the completed form 'Final Bachelor's assignment agreement CSE', which can be downloaded from the Canvas website of the CSE programme.
 - c. The duration of the Bachelor's assignment is 15 ECs (10 full working weeks), and in general covers the period of the 12th module. In the planning the student must allow for possible holidays, time needed for doing examinations and possible other time off, according to the EER Art.9.3.d.
 - d. The criteria that students must meet before starting the final Bachelor's assignment are included in article 9 of the CSE- EER. In order to prevent study delays, exceptions may be made. To this end, the student must submit a request to the Examination Board (see form on Canvas). The request must include a study plan, including the study unit *Preparation for the Bachelor's assignment*.
2. In accordance with Article 8 of the CSE-EER a student can follow a two-bachelor's programme with the Applied Physics programme which involves a joined bachelor's assignment. The study load of the joined bachelor's final project is 15 EC.

Research

3. The student conducts the research in accordance with the research plan. At least one progress meeting ('midterm' or 'green light' meeting) with the supervisor and head supervisor must be held during the research period.

Reporting

4. The student carries out a plagiarism scan on the final report by means of plagiarism software made available by the study programme. The student discusses the outcome of the scan with the daily supervisor. On the assessment form of the final assignment, the supervisor indicates that this scan has been performed and that no plagiarism has been detected.
5. The final report must be submitted to the final Bachelor's assignment committee minimum four working days before the date of the colloquium.

Presentation/defense

6. In the last week of the module the final bachelor's project presentation and defense by most students are planned. Each presentation lasts 15 minutes. After the presentation, the student must defend the thesis work in front of the committee and the public. The defense is public.

Grading

7. The presentation and defense is evaluated on three aspects: scientific quality (counting 60% towards the final grade), communication skills (20%) and organization and cooperation (20%). The single final grade is rounded to half a point. The assessment is documented on the assessment form ('Assessment form Bachelor's assignment', which can be downloaded from the CANVAS website of the CSE programme).
8. If the final bachelor's assignment is awarded a 6 or lower or a 9 or higher, the final Bachelor's assignment committee must include a more extensive justification of the grade in question on the assessment form.
9. In case one or more components of the bachelor's final project is/are graded with less than a 6.0, the student has not passed the examination of the bachelor's assignment. The chair of the final assignment committee will inform the Programme Director and the Examination Board. In consultation with the chair of the final assignment committee and the Programme Director the Examination Board decides how to proceed.
10. In case of a double degree bachelor assignment with TN the presentation and defense is evaluated on two aspects: scientific quality (counting 50% towards the final grade), general aspects (50%), in deviation from Art.13.7. The single final grade is rounded to half a point.

Article 14 Final Bachelor's assignment committee

1. A final Bachelor's assignment committee is appointed for the supervision and assessment of the final assignment.
2. The final Bachelor's assignment committee consists of at least three members. The committee must meet the following conditions:
 - a. The chair of the Bachelor's assignment committee is appointed by the Examination Board. The chair must have the University Teaching Qualification (UTQ) or an exemption for this. The main task of the chair is to safeguard equal assessment standards between different Bachelor's assignment committees.
 - b. The head supervisor is appointed by a senior scientific member of the chair/research group, within which the assignment is carried out and is responsible for the organizational and scientific content related aspects of the bachelor's assignment.
 - c. The daily supervisor (usually a PhD student) will in their assessment mainly emphasize attitude and professionalism.
3. The final Bachelor's assignment committee may in addition comprise scientific experts from outside the university or from outside the field of Chemical Science & Engineering.
4. The composition of the final Bachelor's assignment committee must be approved by the Examination Board via the form 'Final Bachelor's assignment agreement CSE', which is submitted prior to the start of the assignment.
5. At least three members of the final Bachelor's assignment committee must be present during the colloquium and subsequent assessment. Members of the final Bachelor's assignment committee that are not present during the colloquium and assessment may pass on their questions, discussion points, and assessments to the other members.
6. In the event of an unforeseen absence of a member of a final Bachelor's assignment committee (e.g. due to sudden illness), the head supervisor is responsible for the timely appointment of a suitable replacing committee member.
Any change in the Bachelor's assignment committee must be notified to the Examination Board with a note on the earlier used form 'Final Bachelor's assignment agreement CSE' specifying the change.
7. It is preferred that members of the final Bachelor's assignment committee are present in person during the colloquium and assessment. However, if circumstances prevent this, remote participation is allowed.
8. The Examination Board may apply exemptions to the above rules.

Article 15 Effectuation

These regulations will come into effect on 1 September 2024 and replace all earlier regulations.

Established by the Examination Board for Chemical Science and Engineering,

Enschede, 29th August 2024.

Appendix A

CSE departments with chairs, research groups and responsible researchers

Department Membrane Science and Technology (MST)

Chair department MST: prof.dr.ir. Wiebe (W.M.) de Vos

research group	responsible researcher
FiF Films in Fluids	prof.dr.ir. Nieck (N.E.) Benes dr.ing. Hannah (H.) Roth
MPT Membrane Process Technology	prof.dr.ir. Walter (W.G.J.) van der Meer_* prof.dr.ir. Karin (C.G.P.H.) Schroën dr.ir. Sander (A.S.) Haase prof.dr.ir. Gerrald (G.) Bargeman *
MSuS Membrane Surface Science	prof.dr.ir. Wiebe (W.M.) de Vos
SFI Soft Matter, Fluidics and Interfaces	prof.dr.ir. Rob (R.G.H.) Lammertink dr. Jeff (J.A.) Wood

Department Nano Electronic Materials (NEM)

Chair department NEM: prof.dr. Claudia (C.) Filippi

research group	responsible researcher
IMS Inorganic Materials Science	prof.dr.ir. André (J.E.) ten Elshof prof.dr. Monica (M.) Morales Masis prof.dr.ir. Mark (M.) Huijben prof.dr.ir. Gertjan (G.) Koster prof.dr.ing. Guus (A.J.H.M.) Rijnders dr. Chris (C.) Baeumer

Department Molecules and Materials (MM)

Chair department MM: prof.dr.ir. Jeroen (J.J.L.M.) Cornelissen

research group	responsible researcher
BNT Biomolecular Nanotechnology	dr.ir. Sissi (S.J.A.) de Beer prof.dr. Jeroen (J.J.L.M.) Cornelissen dr. Sandra (S.S.M.C.) Michel – Souza dr.ir. Jos (J.M.J.) Paulusse
HMOE Hybrid Materials for Opto-Electronics	dr. Ivana (Q.) Lin prof.dr. Christian (C.A.) Nijhuis
MNF Molecular Nanofabrication	prof.dr.ir. Jurriaan (J.) Huskens prof.dr.ir. Saskia (S.) Lindhoud prof.dr.ir. Pascal (P.) Jonkheijm dr.ing. Albert (S.Y.) Wong
SPC Sustainable Polymer Chemistry	prof.dr. Frederik (F.R.) Wurm dr.ing. Hubert (H.) Gojzewski dr. Mark (M.A.) Hempenius

Department Chemical Engineering (CE)

Chair department CE: prof.dr.ir. Leon (L.) Lefferts and prof.dr. Sascha (S.R.A.) Kersten

research group	responsible researcher
CPM Catalytic Process and Materials	prof.dr.ir. L. Lefferts prof.dr. Jimmy (J.A.) Faria Albanese dr.ing. Aayan (A.) Banerjee
MCS Mesoscale Chemical Systems	prof.dr. (Han) J.G.E. Gardeniers prof.dr.ir. David (D.) Fernandez Rivas dr. Arturo (A.) Susarrey Arce
PCS PhotoCatalytic Synthesis	prof.dr. G. Mul dr.ir. Kasper (K.) Wenderich

IM	Inorganic Membranes	dr. Marco (M.) Altomare
		dr. Georgios (G.) Katsoukis
PCF	Physics of Complex Fluids	prof.dr.ir. A. Nijmeijer
		dr. Marie-Alix (M.D.) Pizzoccaro-Zilamy
		prof.dr. F.G. Mugele *
		dr. Michael (M.H.G.) Duits *
SPT	Sustainable Process Technology	dr. Igor (I.) Siretanu
		prof.dr. S.R.A. Kersten
		prof.dr.ir. Wim (D.W.F.) Brillman
		dr.ir. Louis (A.G.J.) van der Ham
		prof.dr.ir. Boelo (B.) Schuur
		dr. Pilar (M.P). Ruiz Ramiro
		prof.dr.ing. Meik (M.B.) Franke
		prof.dr.ir. Edwin (E.) Zondervan

Bioengineering Technologies (BET)

Chair department BET: prof.dr. Robert (R.) Passier

research group

responsible researcher

AOT

Advanced Organ Bioengineering and Therapeutics

prof.dr. Dimitrios (D.) Stamatialis

prof.dr. Jai (J.O.) Prakash

prof.dr. Dirk (D.W.) Grijpma

AST Applied Stem Cell Technologies

dr. Kerensa (K.) Broersen

* is not a CSE lecturer and/or examiner.

Appendix B

Mandates for the secretary of the Examination Board

1) Approve individual minors

- a) Only one of the modules 8A or 8B can be chosen as minor. The other must be part of the regular BSc programme.
- b) Approval of replacement course from S&T in regular minor.
- c) Approval of courses at foreign university. These courses may not overlap too much with CSE courses. If necessary consult CSE lecturers.
- d) Approval of Crossing Borders minor.
- e) Approval of ECs for SensUs project participation on course 202001167 Multidisciplinary Project, as a minor within the CSE bachelor's programme or as ECs accounting for extracurricular courses/activities

2) Approval of (an) extra resit(s) of math courses.

3) BSc assignment

- a) In case of personal circumstances the duration of the BSc assignment can be extended by a few weeks after consultation with the head supervisor and study-advisor.
- b) Plan a new BSc-assignment because the midterm evaluation was insufficient, in consultation with head supervisor.

Mandates for the secretary or chair and one other member of the of the Examination Board.

In case of urgency for making a decision on an individual student matter and other members of the examination board can not be contacted in time the secretary or the chair of the examination board can in consultation with at least another member decide on an individual student matter.

Appendix C

Rules of order for written tests

Version on UT-website dd 3-7-2024

This document describes the rules and procedures to be followed for written tests¹ taken at the University of Twente. It applies to tests in those study programmes of which the Examination Board has adopted these rules as part of their Rules and Guidelines.

Terminology

- A test is the actual set of questions and assignments that the students have to answer and perform. The examination refers to the process in which they do so.
- An examiner is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an invigilator is a person supervising the examination. They may be one and the same person

Rules

1. Students may enter the room from 15 minutes prior to the official start time of the examination, and will be admitted until at most 30 minutes after the official start time.
2. Students may not leave the room during the first 30 minutes or the last 15 minutes of the official period of examination.
3. Students who did not enroll for the examination do not have a right to take part and may only do so if there are enough seats and test copies available. The invigilator may ask students who did not enroll to leave the room, during the first 30 minutes after the official start time of the examination.
4. Students have to identify themselves during the examination by placing their student card (or, failing that, a certified ID²) visibly on the table at the start of the examination.
5. A brief bathroom visit is only permitted if approved by the invigilator. Only one person at a time may be given permission. Where necessary and feasible,³ an invigilator will accompany the student to the bathroom. Bathroom visits will not be permitted during the first 60 minutes and last 30 minutes of the examination.
6. If there is a designated area for placing bags and/or coats, all students should place those items there before the start of the examination. If there is no such designated area, all students should place their bags and coats under their table. Mobile phones, smart watches and other devices that are not explicitly approved by the examiner (see next point) must be placed in the bags and switched off.
7. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the examiner. Any violation of this (including the possession of unauthorized resources that are not actually used) will be considered attempted fraud and will be reported to the Examination Board.
8. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the Examination Board.
9. The examination officially starts and ends at the instigation of the invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the invigilator.
10. Unless decided differently, all examination papers, including questions, answer sheets and scrap paper, should be handed in by the students before they leave the room at the end of their examination.
11. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

¹Written tests include those that are taken digitally

²This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

³Accompanying students to the bathroom may not be necessary, as in Therm where the bathrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single invigilator.