

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

**(Art.7.12 WHW)**

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## Definition of terms

Paragraph 4 of the general section of the programme part of the student charter, including the education and examination regulations of the master's programmes of the Faculty of Science & Technology (hereinafter the general section of the EER), defines the testing procedures. For the rules of the Examination Board the following terms from Art. 1.2 in the general section of the EER apply:

|                            |   |
|----------------------------|---|
| EER                        | The General Section of the programme part of the student charter, including the Education and Examination Regulations (EER) for the Master's programmes of the Faculty of Science and Technology, University of Twente ( <a href="https://www.utwente.nl/en/cse/regulations/">https://www.utwente.nl/en/cse/regulations/</a> )  |
| 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 ( <a href="https://www.utwente.nl/en/cse/regulations/master/master-eer/">https://www.utwente.nl/en/cse/regulations/master/master-eer/</a> )  |
| 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 of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the WHW); an exam 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.   |
| 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. An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation. A test is a part of an examination. If a study unit has only one test, this coincides with the examination for the unit in question. |
| WHW                        | The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since.  |

## 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 president 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 student 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 president 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 Master'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 exams 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 examination for the entire study unit (elaboration of 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 from this condition. Non-university experts can be member of examination committees (WHW Art. 7.12).
3. The chair of the Master's final project committee acts as the responsible examiner for the Master's final project.
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 of the Student Information System defines whether the final assessment of a study unit is in writing, oral or by means of another method.
3. The assigned examiner may decide to deviate from the provisions in paragraphs 1 and 2 of this

article, in favour 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 another testing method from the Examination Board.

#### **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 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 4.6 of the EER. This rule does not apply to the final presentation of the master's final project (the 'colloquium'). which is always 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 students involved. In the case of a project-led course, joint oral testing of a group of students is possible.
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 behaviour before, during and after the test are described in the UT 'Rules of order for written tests' (published on <https://www.utwente.nl/en/cse/regulations/> and given in 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
      - communicating on the test matter with persons other than the supervisors, before hand- ing 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, but not limited to, 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 or external student has committed fraud, the Examination Board can revoke that person's right to take one or more tests, examinations 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 subject unit in which the fraud occurred.
4. If a student is allowed to take an examination for the subject 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 by the examiner within one day of the emergency, as stipulated in paragraph 1.
4. If an emergency situation occurs or is imminent, shortly before an examination, the following applies: if a crisis situation is imminent before the start of an examination, the examination is immediately postponed. The responsible examiner sets a new examination time and date after consultation of the programme director and students involved. 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 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 lecturer cannot determine a final grade, a re-take of the examination interrupted by the emergency situation will be organised for the affected students within a month (excluding holidays) of the crisis situation, provided the aforementioned students had registered for the examination in question.

#### **Article 8 Determination, registration and publication of the examination 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 the test results by the examiner, observing the students' privacy.
2. If the assessment of a written examination or test results is a (not rounded) grade  $\geq 4.5$  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 universities will be adopted one-to-one in compliance with article 3.3 lid 9 of the EER.
7. Examination results, if satisfactory, obtained at foreign universities will be registered in the Student Information System with 'P' (pass).
8. Exemptions for a study unit are indicated on the list of grades and in the Student Information System with Exemption ('Ex').
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 articles 3 and 4 of the CSE-EER, a student can be admitted to taking the master's final examination on the basis of a course list/curriculum proposed by the student (a flexible master's programme in line with WHW Art. 7.3h), provided that this course list is approved by the Examination Board. The following minimum requirements apply for this:

- a) The total programme scope is at least 120 EC.
- b) The programme includes at least 40 EC of master level courses.
- c) The master's final project has a nominal study workload of at least 40 EC.
- d) The internship is at least 20EC.

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. The Examination Board may grant an additional resit of a test or a repair of practical work. To this end the student must submit a request with argument(s) for the additional resit or repair to the Examination Board.
2. 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.~~
3. An examiner who wants to offer an additional test opportunity open to all students, can obtain permission to do so from the Examination Board. The Examination Board has delegated the authority to make a decision on these matters and to find a suitable time in the timetable to the programme director.  
The programme director must inform the Examination Board of this decision at its next meeting.

## **Article 11 Final examination**

1. Students who meet all of the following conditions have passed the master's final examination (WHW Art. 7.10 paragraph 2):
  - a) All examination elements of the programme have been assessed.
  - b) None of the examination elements have been assessed with a grade lower than 6.0.
  - c) This article also applies in the case of the master's final examination of a flexible programme as outlined in Article 9.
2. The Examination Board determines on which day the examination results of the master's final examination are dated. As a rule, this is normally the registration date of the grade for the last study unit that was passed.
3. A student has the right to submit a written, motivated request to the Examination Board to delay the graduation date and consequently the presentation of the certificate (WHW Art. 7.11 paragraph 3, EER Art. 5.2 paragraph 3). In this request the student must at least indicate 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 request must be submitted together with the form 'Application form for MSc colloquium Chemical Science and Engineering'.

The student will be informed of the possibility to postpone the official passing of the examination in a confirmation letter he/she receives when the 'MSc final project contract and course list Chemical Science and Engineering' has been handled by the Examination Board.

## **Article 12 Exceptional ability ("Cum Laude")**

During the graduation ceremony, the master's certificate may be issued with the designation 'cum laude'. For this, the Examination Board assesses all results that count towards the CSE master's programme, using the following minimum conditions for qualifying for the designation 'cum laude':

- a. The not-rounded and unweighted average grade for the elements of the master's final project is 9.0 or higher.
- b. The not-rounded and unweighted (that means not weighted for the number of EC's of a programme element) average of the final numerical grades for the other elements of the master's final examination, as registered in the Student Information System, is 8.0 or higher. Non-numerical grades are not taken into account in the average.
- c. For a maximum of two study units of the master's programme, two grades are recorded in the Student Information System.
- d. Only for one study unit a grade of 6.0 is allowed.
- e. The student has completed the master's programme within a maximum of two and a half years (30 months). Exemptions ((personal) circumstances) on this period can on request be considered by the Examination Board.
- f. If the student completed a double degree master's programme with another study programme at the University of Twente, the paragraphs a-d) apply to the grades that are registered in the Student Information System for the programme elements related to the CSE master programme.  
The student must have completed the master's programme within a maximum of three years and nine months (45 months). Exemptions ((personal) circumstances) on this period can on request be considered by the Examination Board.
- g. If the student completed a double degree master's programme with the University of Parma, the paragraphs a-d) apply to the grades that are registered in the Student Information System for the programme elements related to the CSE master programme.  
The student must have completed the CSE master programme part of the double degree master's programme within a maximum of one year and ten months (22 months). Exemptions ((personal) circumstances) on this period can on request be considered by the Examination Board.

## **Article 13 Master's final project committee**

1. A master's final project committee is composed for the supervision and assessment of the final project. The chair of the final project committee is responsible for composing the committee.
2. The composition of the master's final project committee must be approved by the Examination Board (Article 5 of the CSE-EER).
3. The master's final project committee consists of at least three members. The committee must meet the following conditions:
  - The committee is chaired by a professor of the research group, that is part of the department, in which the student is doing his/her final project. In case this research group is represented in the discipline Chemical Science and Engineering, the committee may also be chaired by an associate professor of this group.
  - The chair of the committee must be an examiner of the CSE master's programme.
  - The student's daily supervisor during the master's final project is a member of the committee and must be a member of the permanent or temporary academic staff of the research group in which the student is doing his/her final project
  - If the daily supervisor is a PhD student, the supervisor of the PhD student must also be a member of the committee.
  - At least one member of the committee must be a member of the permanent academic staff of another research group in the discipline Chemical Science and Engineering than the research group in which the final project is carried out.
4. The Master's final project committee may in addition comprise scientific experts from outside the

university or from outside the field of Chemical Science & Engineering.

5. If the Master's final project is carried out at another university or research institute, a representative of that organisation must be involved in the final project committee, as an advisor or as a scientific member.
6. In accordance with article 8 of the CSE-EER a student can follow a two-master's programme at the University of Twente. This programme involves a joint master's final project and a joint internship and job orientation project. The study load of the joint master's final project is 60 EC. At least one member of the discipline Chemical Science and Engineering must be member of the master's final project committee if the major part of the project is executed in a research group that is not part of the discipline Chemical Science and Engineering.
7. At least three members of the final Master's assignment committee must be present during the project presentation ('colloquium') and subsequent assessment. Other members of the final Master's assignment committee that are not present during the colloquium and assessment may pass on their questions, discussion points, and assessments to the members that are present.
8. In the event of an unforeseen absence of a member of a final Master'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 Master's assignment committee must be notified to the Examination Board. using a note on the earlier used form 'Masters Final Project Contract and Course List' specifying the change.
9. It is preferred that members of the final Master's assignment committee are present in person during the colloquium and assessment. However, if circumstances prevent this, remote participation is allowed.
10. Exemptions to the above rules must be requested from the ExBoard

#### **Article 14 Choice of final project, course list and graduation procedure**

The following procedure applies:

##### *Preparation of the assignment*

1. If a student has decided in which research group he/she wishes to do his/her final project:
  - The final project must be a subject in the area of the discipline Chemical Science and Engineering. The project should be carried out in a research group of the University of Twente. If the project is not carried out in a research group that is represented in the discipline Chemical Science and Engineering, the student must separately indicate the chemical-technological aspects of the project in the proposal (Article 5 of the CSE-EER).
  - The student formulates a project description for the final project in consultation with the chair of the final project committee.
  - The student discusses the electives on his/her course list with the chair of the final project committee and requires his/her approval for these electives.
2. The project proposal, the composition of the master's final project committee and the complete course list requires the approval of the Examination Board (Article 6.g lid iii. of the CSE-EER). (See paragraph 5 of this article)
3. If the research group in which the student wants to do his/her master's final project is temporarily without a(n) (as- sociate) professor, one of the members of the final project committee informs the Examination Board a.s.a.p and proposes a suitable replacement chair of the final project committee. The Examination Board must approve the replacing chair in line with Article 13 of these rules.
4. The chair of the final project committee will compose the master's final project committee in line with Article 13 of these rules, within four weeks after the student has requested this.
5. If the chair of the final project committee and the student propose the final project to be carried out outside the university, the following rules are applicable:
  - The student is not allowed to carry out the final project in the same company, institute or university in which the internship was performed.
  - The chair of the final project committee, the third party and all other final project committee members have to discuss the intellectual property and confidentiality of the project outcomes before the start of the project and, if necessary, have to establish an agreement.
  - The defense of the master's final project (the 'colloquium') must be open for the general public.

- One copy of the final report must be archived by CES-TNW, to be available for the audit committee of the NVAO.
  - A communication plan is required which guarantees the involvement of the final project committee in the research project. In this communication plan the frequency, form and the contents of the communications and consultations must be described.
6. The student enters the following information on the form 'MSc final project contract and course list Chemical Science and Engineering' and the included appendices:
- a) The composition of the master's final project committee.
  - b) The final description of the master's final project.
  - c) The course list including results obtained.
  - d) If applicable, an overview of the study units that have not yet been completed
  - e) A time schedule which comprises
    - (i) the start date;
    - (ii) the planned (approximate) end date (date of the 'colloquium'), taking account of eventual extra time needed for holidays and other planned absences and the time needed for completion of not-completed study units. The time dedicated to the master's final project must be 27 full working weeks (i.e. 40 EC, i.e. 40 times 28 hours/EC times 42 hours/week), respectively 40 full working weeks for the double degree programme;
    - (iii) the (approximate) dates for the interim appraisal and interim reports.
  - f) a communication plan in case of a final project outside the university.

The form must be signed by the student and the chair of the master's final project committee. If the final project will be carried out outside the university, the chair, by signing the contract, indicates to be convinced that the company, institute or university can guarantee the guidance and facilities required for the student to fulfil the final project.

In case the final project involves a confidentiality agreement between the student and a company, the chair of the final project committee must sign a statement on the MSc final project contract and course list wherein he/she guarantees that the student is allowed to comply with the following requirements:

- i. a public defense of the thesis work,
  - ii. to allow the master's final project committee to evaluate the complete assignment work of the student,
  - iii. storing a copy of the complete thesis in a confidential database for NVAO auditing committees assessing the study programme.
7. The signed form including appendices must be submitted for approval to the Examination Board (c/o CES-TNW) at least one month before the date the student intends to start the final project.
8. The Examination Board will reach a decision within ten working days after receipt of the completed form 'MSc final project contract' plus appendixes by CES-TNW-CSE. If the Examination Board does not reach a decision within four weeks after receipt of the form (excluding holidays indicated in the timetable) the proposal is deemed to have been approved.
9. The student will be informed of the decision in writing. All members of the master's final project committee will receive a copy of the decision.
10. The student is not allowed to start the master's final project prior to approval by the Examination Board, in line with paragraph 8. It is the responsibility of the student that the form 'MSc final project contract and course list Chemical Science and Engineering' is correctly filled in and submitted on time, in line with the timeline given in paragraph 8. If the form is not submitted in time, there is the possibility that it is not approved and may have to be changed in order to be approved.

#### *Research*

11. The chair of the master's final project committee is responsible for proper realization of the master's final project procedure. He/she must ensure that the 'MSc final project contract' is adhered to, which includes an evaluation of the progress and the direction of the final project by the daily supervisor and the student at least once every fortnight,

#### *Reporting*

12. For the purpose of assessment of the master's final project, the student submits a final report on progress, the process and the results to the Master final project committee after approval thereof by the chair of the master's final project committee.
13. The final project report must be written in English.
14. 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 master's final project assignment, the supervisor indicates that this scan has been performed and that no plagiarism has been detected.

#### **Presentation/defense**

15. The student defends the master's final project report in a ~~colloquium~~ presentation (the 'colloquium') before the master's final project committee. The presentation is open to the public, and must be held in English and lasts approximately 20 minutes, maximum 25 minutes
16. No later than four weeks prior to the planned date of the presentation, the student must submit a completed form 'Application form for MSc colloquium Chemical Science and Engineering' to the Examination Board (c/o CES-TNW).

#### **Grading**

17. The master's final project will be assessed by the master's final project committee and the assessment will be documented in the 'Master's final project Chemical Science and Engineering assessment form'. The grades stated in this form must be in line with, and must be substantiated by an assessment in words. If the final project is assessed with an average grade for the two parts of either a 6.0 or a 9.0 (or higher), the master's final project committee must include a separate justification for the grade on the assessment form.
18. In case one or both components of the master's final project is/are graded with less than a 6.0, the student has not passed the examination of the master's final project. The chair of the master's final project committee will inform the Programme Director and the Examination Board. In consultation with the chair of the master's final project committee and the Programme Director, the Examination Board decides on how to proceed.

#### **Article 14 Internship procedure**

1. All internships are coordinated by the internships office of the Faculty of Science & Technology.
2. The internship will be with a relevant external company, research institute or university, according to the rules set out in Article 6.f of the CSE-EER.
3. The contents of the internship assignment must be approved beforehand by an examiner of CSE (Appendix A). He/she will also act as the supervisor for the University of Twente. Supervisor of company etc as responsible daily contact
4. The internship assignment will be assessed by a member of the academic staff involved in the Chemical Science and Engineering programme, in consultation with the supervisor at the external company, research institute or university.
5. In case the student follows a two-master's programme the following rules concerning the internship and job orientation project apply:
  - a. The study load of the joined internship and job orientation project is 30 EC. The joined internship and job orientation project should have two examiners, who originate from and are representative for the two master's programmes involved.
  - b. The internship and the examiners should meet the requirements of the Examination Board.

#### **Article 15 Effectuation**

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

**Established by the Examination Board for Chemical Science and Engineering,**

Enschede, 29 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<br>dr.ing. Hannah (H.) Roth  |
| MPT Membrane Process Technology          | prof.dr.ir. Walter (W.G.J.) van der Meer *<br>prof.dr.ir. Karin (C.G.P.H.) Schroën<br>dr.ir. Sander (A.S.) Haase<br>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<br>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<br>prof.dr. Monica (M.) Morales Masis<br>prof.dr.ir. Mark (M.) Huijben<br>prof.dr.ir. Gertjan (G.) Koster<br>prof.dr.ing. Guus (A.J.H.M.) Rijnders<br>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<br>prof.dr. Jeroen (J.J.L.M.) Cornelissen<br>dr. Sandra (S.S.M.C.) Michel – Souza<br>dr.ir. Jos (J.M.J.) Paulusse |
| HMOE Hybrid Materials for Opto-Electronics | dr. Ivana (Q.) Lin<br>prof.dr. Christian (C.A.) Nijhuis   |
| MNF Molecular Nanofabrication              | prof.dr.ir. Jurriaan (J.) Huskens<br>prof.dr.ir. Saskia (S.) Lindhoud<br>prof.dr.ir. Pascal (P.) Jonkheijm<br>dr.ing. Albert (S.Y.) Wong        |
| SPC Sustainable Polymer Chemistry          | prof.dr. Frederik (F.R.) Wurm<br>dr.ing. Hubert (H.) Gojzewski<br>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<br>prof.dr. Jimmy (J.A.) Faria Albanese<br>dr.ing. Aayan (A.) Banerjee              |
| MCS Mesoscale Chemical Systems      | prof.dr. (Han) J.G.E. Gardeniers<br>prof.dr.ir. David (D.) Fernandez Rivas<br>dr. Arturo (A.) Susarrey Arce |
| PCS PhotoCatalytic Synthesis        | prof.dr. G. Mul<br>dr.ir. Kasper (K.) Wenderich<br>dr. Marco (M.) Altomare<br>dr. Georgios (G.) Katsoukis   |
| IM Inorganic Membranes              | prof.dr.ir. A. Nijmeijer  |

|     |                                |   |
|-----|--------------------------------|---|
| PCF | Physics of Complex Fluids      | dr. Marie-Alix (M.D.) Pizzoccaro-Zilamy |
|     |                                | prof.dr. F.G. Mugele *                  |
|     |                                | dr. Michael (M.H.G.) Duits *            |
|     |                                | dr. Igor (I.) Siretanu                  |
| SPT | Sustainable Process Technology | 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 geen CSE docent/examinator.

## Appendix B

### Mandates for the secretary of the Examination Board

#### 1) Approval to start with MSc assignment of Erasmus Mundus-students (Membrane Engineering Sustainable Development students)

(Besluit in vergadering examencommissie van 6 december 2016)

These students start February 1st with their 30 EC MSc-assignment. At that moment they can have only obtained 10 EC of the courses from Quartile 1. (Membranes for Gas Separation en Membrane Process Plant Design and two semester courses (Multicomponent Mass Transport in Water Treatment en Process Intensification Principles). They are still busy with two quartile 2 courses (Batteries, Fuel Cells & Electrolysers) and CS EM3E, a Capita Selecta course in preparation for the MSc assignment, that often continues in the MSc assignment.

Therefore they can not formally fulfil the conditions in the CSE-EER to be allowed to start the MSc assignment

- a) The first two quartile 1 courses (Membranes for Gas Separation and Membrane Process Plant Design) are 'solid': if the student has finished these courses successfully this is considered a sufficient base for being allowed to start the MSc assignment. This can be approved by the secretary of the Examination Board.
- b) If this is not the case the allowance for the start the MSc assignment is to be discussed in the Examination Board meeting.

#### 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

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This document describes the rules and procedures to be followed for written tests<sup>1</sup> 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 enrol 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 enrol 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 ID<sup>2</sup>) 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,<sup>3</sup> 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.

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<sup>1</sup>Written tests include those that are taken digitally

<sup>2</sup>This 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.

<sup>3</sup>Accompanying 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.