

Assessment procedure online thesis presentation and defense of the Bachelor Final Project (BFP) BSc Chemical Engineering and Chemistry

The Examination of the Graduation Project is described in Appendix 8a of Article 4.6 of the Regulations of the Examination Committee Chemical Engineering 2019-2020. This document gives a procedure how an online presentation and defense of a student's Bachelor Final Project could be held. The remaining provisions of the assessment protocol for the Bachelor Final Project Chemical Engineering and Chemistry, as described in the Regulations of the Examination Committee Chemical Engineering 2019-2020 (Appendix 8a of Article 4.6) will be maintained; see next page.

Procedure online presentation of the Bachelor Final Project (BFP) BSc Chemical Engineering and Chemistry

A facilitator supports the process of setting up an online presentation. Before the actual presentation, the facilitator may be the Bachelor Final Project supervisor or anyone commissioned by the graduation supervisor. During the online presentation of the BFP the Bachelor Final Project supervisor takes the role of facilitator.

NB. If it is technically possible, an audience is allowed to join the online presentation.

1. Responsibilities of the facilitator:
 - a. Before the actual oral presentation:
 - i. In consultation with the candidate the facilitator selects the most suitable online environment for the online presentation (e.g. Skype for Business, Canvas Conferences or Microsoft Teams).
 - ii. At least one day before the presentation, the facilitator (the Bachelor Final Project supervisor or anyone commissioned by the Bachelor Final Project supervisor) organizes a 'dress rehearsal' with the candidate and member of the research group to practice and validate the procedure including all technical aspects (e.g. drawing on a virtual white board).
 - iii. At least 30 minutes before the oral presentation, the facilitator receives the candidate's final slides of the presentation and shares these slides with the members of the graduation project committee.
 - iv. At least 30 minutes before the oral presentation, the facilitator will start the online meeting using the selected online environment. The facilitator will invite the members of the graduation project committee. The facilitator will make sure that the slides are visible for all participants. This will leave ample time to resolve any minor issues with connections such as use of microphones etc. and make the usual inventory of the questions and discuss protocol issues.
 - b. During the actual oral presentation and interrogation:
 - i. At the start of the oral presentation, the candidate is invited by the facilitator to join the meeting. The oral presentation and interrogation will follow the normal routine, the candidate's Bachelor Final Project supervisor will discuss the procedure and the candidate will start with the usual approximately 30 minute presentation including questions. The candidate will be the presenter.
 - ii. During the discussion the facilitator will act as moderator and will manage the time.
 - iii. During the following, approximately 15 minute, interrogation, the facilitator will act as moderator. The candidate will be the presenter.
 - c. During the deliberation by the assessment committee for the Bachelor Final Project:
 - i. Immediately after the defense the candidate is removed from the meeting by the facilitator and the normal deliberation can be held.
 - ii. The facilitator makes sure that the candidate is no longer part of the meeting.
 - d. After the deliberation by the assessment committee for the Bachelor Final Project:
 - i. The candidate is invited again by the facilitator to join the online meeting.
 - ii. The Bachelor Final Project supervisor gives feedback on all protocol aspects, including the detailed grading of the assessment elements.

Appendix 8a of Article 4.6 of the regulations of the Examination Committee 2019-2020
Examination of the Bachelor Final Project

The following general rules apply:

- a. The supervisor of the Final Project of the Bachelor degree program (Bachelor eindproject; BEP) composes an **assessment committee**, which consists of at least two members, namely:
1. the BEP supervisor, being an assistant or associate professor, or professor of the Department Chemical Engineering and Chemistry (ST), who acts as chairperson;
 2. at least one other member (assistant or associate professor, or professor) of the Department ST
 3. Optionally: a PhD student, postdoc, assistant or associate professor, or professor of the department ST or an expert from outside the department;

If the chairperson / BEP supervisor is unable to meet the requirements with respect to composing an assessment committee in time, she is obliged to immediately notify the official secretary of the Board of Examiners of this fact in writing.

The chairperson / BEP supervisor arranges a replacement in case a member of the assessment committee is absent due to unforeseen circumstances.

- b. The **examination** consists of the following three components:
- **Written final thesis:** the student shall see to it that all members of the assessment committee are in possession of a copy of the final BEP thesis no later than 7 days before the planned oral presentation.
 - **Oral presentation and Interrogation and corresponding PRV components:** The exact assessment criteria of the BEP are available through the OSIRIS course offerings and/or Canvas.

The supervisor of the Final Project of the Bachelor degree program arranges the time and place of the oral presentation. This presentation consists of an oral discourse, followed by a discussion: the total length of time is 45 minutes at most. In principle the oral presentation is public, takes place at TU/e, and is attended by the full assessment committee.

- c. The assessment committee gives the BEP supervisor a well-founded advice on the **assessment** of the BEP final project, by means of the form "*Beoordelingsformulier Bachelor Eindproject*" [Assessment form BEP final project]. Also based on this advice the BEP supervisor, in her function as examiner, shall decide on the final examination grade.
- The BEP supervisor sees to it that the official secretary of the Board of Examiners is in possession of the completed form "*Beoordelingsformulier Bachelor Eindproject*" at least 5 working days prior to the final-examination meeting during which the result of the final examination will be determined. The form must contain the following data:
- the composition of the assessment committee
 - a semi-quantitative evaluation of the student's functioning with respect to the following components:
 - o theoretical insight,
 - o execution and self-reliance,
 - o written presentation (report),
 - o oral presentation and defense,
 - o work efficiency
 - the final grade for the BEP project, which may be expressed in a half number.
 - whether the student has completed to a sufficient measure the PRV components Writing 3, Presenting 3, Cooperation 3, Reflection 3 and Planning and Organizing 3.

- d. Further regulations with respect to the **BEP thesis**:

- A plagiarism check is done
- On the evaluation form the student states that his / her BEP thesis project has been carried out in accordance with the rules of the TU/e Code of Scientific Conduct.
- The supervisor of the BEP project states on the BEP assessment form that, to the best of her/his knowledge, the BEP thesis contains no forms of plagiarism.
- If so desired, the BEP supervisor can send the BEP thesis that must be checked for plagiarism to the official secretary of the Board of Examiners by e-mail: CSA.CEC@tue.nl, who will send the Urkund report for assessment to the supervisor within 5 working days at most. Basically, the BEP report to be checked for plagiarism will become part of the Urkund database unless the supervisor explicitly requests that it is not included in the database.
- At least 5 working days prior to the final-examination meeting during which the result of the final examination will be decided on, the student shall have handed in one digital document in PDF/A format with a size of 10 MB at most of the BEP thesis that has been approved by the graduation supervisor with the official secretary of the Board of Examiners by e-mail: CSA.CEC@tue.nl;
- In case the BEP thesis has to be treated confidentially, this has to be clearly indicated on the title page of the thesis as well as in the document name. Furthermore, the period of time shall be indicated during which confidentiality has to be observed. This period can be two years at most. The BEP supervisor decides whether or not a subject is confidential.
- In case several students work together in one BEP project, for a correct assessment of each of them individually it is necessary that the contribution of each student appears from a separate, written thesis and oral presentation.
- Only in those cases where the BEP supervisor is of the opinion that it is advisable to write one combined thesis, can the Board of Examiners grant permission to do so. However, in that case the contribution of each of the students must be made clear in unequivocally distinguishable paragraphs. The student(s) has (have) to lodge a reasoned request to make use of the latter possibility with the Board of Examiners no later than 1 week after the start of the BEP project.
- The BEP thesis will be stored in the digital student file.