TU/e Examination Regulations 2014-2015

The Examinations Committee for the Bachelor’s program in Industrial and Applied Mathematics and the new-style Bachelor’s program in Industrial and Applied Mathematics in accordance with the Bachelor College model and the Master’s program in Industrial and Applied Mathematics of Eindhoven University of Technology (TU/e) having regard to Article 7.12, 7.12.a, 7.12.b, 7.12c of the Higher Education and Scientific Research Act (WHW)

hereby adopts

the 2014-2015 Examination Regulations

which read as follows:

Chapter 1 General provisions

Article 1.1 Definitions
1. In these regulations, the following terms shall be understood to mean:
   - WHW: the Dutch Higher Education and Scientific Research Act;
   - OER: the Program and Examination Regulations of the degree program;
   - STU: the Education and Student Service Center of TU/e.
2. See the Program and Examination Regulations of the individual programs for further definitions.
Other terms used in these regulations shall have the meaning ascribed to them in the WHW. Where these regulations use male or female pronouns these should be taken to refer to either gender.

Artikel 1.2 Composition of the Examinations Committee
1. The Departmental Board shall appoint an Examinations Committee for the Bachelor’s program in Industrial and Applied Mathematics, the old-style Bachelor’s program in Industrial and Applied Mathematics and the corresponding Master’s program in Industrial and Applied Mathematics.
2. The Examinations Committees shall be composed as follows:
   - A chair, also being a member
   - A deputy chair
   - Four members
   - An external member
3. The members are appointed for a term of two years. Repeated reappointments are possible, in each case for a term of two years.
4. The Examinations Committee is supported by an official secretary.
Article 1.3 Examiners

1. The Examinations Committee shall appoint (external) examiners who are responsible for organizing the examinations and recording the results.
2. The examiners shall provide the Examinations Committee with information if requested.
3. The Examinations Committee shall maintain a list of appointed examiners per study component.
4. The Examinations Committee shall determine whether a staff member fulfills the profile for being an examiner (see Appendix 4). In general it suffices that the staff member possesses the University Teaching Qualification.
5. The Examinations Committee can decide not to appoint staff members for being examiner in case they do not fulfill the profile.

Article 1.4 Working method of the Examinations Committee

1. The Examinations Committee meets once a month except in the month of July, preferably in the last week of the month. An additional meeting may be scheduled in July with regard to the Bachelor’s-before-Master’s rule and binding recommendations on the continuation of studies.
2. The Examinations Committee may mandate certain tasks.
3. The Examinations Committee has established the following committees:
   - Daily Activities
   - Safeguard of quality of examinations
4. The Daily Activities Committee is responsible for the daily activities of the Examinations Committee.
5. The meetings are not public.
6. Reports shall be made of the meetings. These reports are not public.
7. The Examinations Committee decides by a simple majority of votes.
8. The Examinations Committee reports its decisions immediately and in writing (or by e-mail) to the student administration of the program concerned and to the student.
9. In case of a tie, the chair’s vote shall be decisive.
10. If a student submits a request or a complaint to an Examinations Committee involving an examiner who is a member of that Examinations Committee, then the examiner in question shall take no part in the deliberations on the request or complaint.
11. When stipulated by the OER, the Examinations Committee shall consult with the academic advisor, the Central Committee on Personal Circumstances or the Central Advisory Committee on Examinations.

Article 1.5 Tasks of the Examinations Committee

The Examinations Committee has the following statutory tasks/powers:

a. To safeguard the quality of the examinations and final examinations (Article 7.12b, under a, of the WHW).
b. To establish procedures and instructions within the framework of the OER for assessing and determining the results of examinations (Article 7.12b, under b, of the WHW).
c. To grant permission to take an optional degree program (Article 7.12b, paragraph 1, under c, of the WHW).
d. To grant an exemption from taking one or more examinations (Article 7.12b, paragraph 1, under d, of the WHW).
e. To provide students with opportunities to take one or more components of the final examinations before they have passed the relevant program's first-year final examination (Article 7.30, paragraph 3 of the WHW).
f. To compile an annual report (Article 7.12b, paragraph 5).
g. To grant permission to include electives in the curriculum.
h. To award certificates and degrees.
i. To issue binding recommendations on the continuation of studies, and binding recommendations for transition-program students.
j. To apply the hardship clause in the framework of the Bachelor’s-before-Master’s rule.
k. To approve the composition of the evaluation committee for Bachelor’s and Master’s final projects.
l. To grant permission to exchange a maximum of three study components, within the meaning of Article 1.4.4 of the OER for the old-style Bachelor’s program.
m. To assess whether or not specific cases of absence on the part of students during tests within study components of the Bachelor College can be deemed as cases of valid absence (see Appendix 1).
n. To approve the choice of free minor.
o. To approve the choice of electives within the Bachelor’s programs according to the Bachelor College.
p. To give advice on the faculty testing policy.
q. To request information from examiners.
r. To exercise other powers as specified in the OER.
Chapter 2 Additional rules

Article 2.1 Safeguarding the quality of examinations and final examinations

1. Before it is administered, the test shall be inspected by referees with regard to its validity (e.g., based on an attached testing matrix) and reliability (clarity in the formulation of questions, criteria, test length, question level and difficulty).

2. Grading shall take place according to a procedure in which differences between assessors are kept to a minimum. Assessors shall adhere strictly to the response model. In grading, the response model shall, if necessary, be adjusted on the basis of the initial experiences with the response model.

3. The Examinations Committee monitors the results of examinations, in part within the framework of the applicable testing policy. When appropriate, the committee shall perform further investigation and request the Program Director to take corrective measures where necessary.

4. The Examinations Committee shall also use course evaluations to investigate the quality of examinations. This regular form of evaluation shall be supplemented by further investigation based on random samples and possibly in response to other information (e.g. specific complaints). If necessary, the Examinations Committee will request the Program Director to take appropriate action. Activities shall be reported in the annual report.

5. The Examinations Committee inspects passing rates and results of student inquiries, and decides whether additional investigation is needed on basis of this inspection.

6. Students have the right to inspect the examination in question and may request the Examinations Committee for a second assessment if they do not agree with the initial assessment. After this second evaluation, and in consultation with the examiner, the Examinations Committee will determine the final assessment.

7. If the grading deadline is exceeded this will form sufficient reason for the Examinations Committee to take appropriate action.

8. The evaluation of an oral examination has to be documented by the examiners.
Chapter 3 Procedure during examinations

Article 3.1 Preserving order during examinations (see also Appendix 2)

1. For each written examination, the Examinations Committee shall appoint at least one examiner and, if necessary, invigilators. This examiner (or another content expert appointed by the examiner) shall be present throughout the examination to answer questions relating to the content of the test. Invigilators will be appointed to assist and to supervise the proper conduct of the examination.

2. Students are obliged, before or during the examination, and at the request of the examiners or the invigilators, to identify themselves by showing their campus card and valid proof of enrollment for the current academic year. Students who do not have a campus card can also identify themselves using a valid means of identification. If the student is unable to do this, she is not permitted to take part in the examination.

3. Before, during and immediately after an examination, students are obliged to follow the instructions given by the examiners or invigilators. These instructions include the directions referred to in Appendix 2.

4. Any student who fails to comply with the provisions in paragraphs 2 and 3 of this article shall be immediately excluded by the examiner from further participation in the examination. The examiners will compile a report of any such incidents and submit it to the Examinations Committee.

5. Exclusion within the meaning of paragraph 4 means that the examination results of the student in question will not be assessed and that she will be considered to have failed the examination, with regard to Article 1.2.4, fourth paragraph of the OER for the old-style Bachelor’s program or Article 5.3, fifth paragraph of the OER for the Master’s program.

Article 3.2 Cheating and measures to prevent cheating

1. Cheating on tests and on applications for exemptions and examinations comprises any action or failure to act on the part of a student that makes it partially or completely impossible for the examiner to form an accurate opinion of his or her knowledge, understanding and skills, or deliberate attempts on the part of a student to influence any part of the examination process for the purpose of influencing the results of the examination.

2. The following are examples of cheating:
   - submitting work under your own name that has been done by others or copied from others wholly or partially, which includes copying word-for-word or paraphrasing the work of others without indicating that the words or underlying ideas were thought of by someone else;
   - actively offering your own work to others, who might then submit it for assessment as their own work;
   - if a student uses a clicker belonging to another person, or uses more than one clicker simultaneously during an interim test or final test;
   - use of unauthorized sources during an examination;

3. In the event that an examiner or invigilator discovers or suspects cheating, either before, during or immediately after the examination, the examiner shall record this in writing and establish a file as soon as possible. If requested by the examiner or invigilator, the student in question must present any evidence required. Refusal to do so will be mentioned in the report. The student in question shall be immediately excluded from further participation in the examination and required to leave the examination room. The student in question shall be given the opportunity to add written comments to the examiner’s report.

4. The report will be sent to the Examinations Committee of the program in which the student is enrolled and, where applicable, to the Examination Committee of the program to which the study component belongs for which the examination in question was administered, as soon as possible, together with the student’s written comments, if provided.
5. It will then be up to the Examinations Committee of the program in which the student is enrolled to take any measures it considers appropriate in the case in question.

6. The Examinations Committee of the program in which the student is enrolled may deny the student the right to take one or more examinations or final examinations during a period to be set by the Examinations Committee, lasting for a maximum of one year. The Examinations Committee can proceed with such action if it suspects that cheating has occurred.

7. In the event of serious cheating, the Executive Board can, on the basis of a proposal by the Examinations Committee, definitively terminate the student's enrollment in the program (see Article 7.12b of the WHW).

8. Before taking a decision based on paragraphs 6 or 7, the Examinations Committee shall give the student in question an opportunity to be heard.

9. For the implementation of this current article, examinations also include practical exercises that are concluded with an examination.
Chapter 4 Examinations and final tests: Guidelines and instructions

Article 4.1 Questions and assignments

1. The questions and assignments of the examination shall not go beyond the bounds of the learning objectives of that examination. These learning objectives will be announced at the start of the course that prepares students for the examination. The exact content of the material to be studied for the examination and the aids the student may use during the examination will be made known no later than one month before the examination is to take place.

2. The questions and assignments of the examination shall not go beyond the bounds of the learning objectives of the study component in question, as announced in advance, and shall be spread as evenly as possible across these learning objectives. The duration of the examination shall be sufficient to enable the student to answer, within a reasonable time, the questions and assignments formulated.

3. The questions and assignments shall be clear and unequivocal, and formulated in such a way that the student is able to ascertain how extensive the answers should be.

4. The student may keep the questions and assignments at the end of the examination, unless the examiner objects to this and supplies reasons.

5. The difficulty of an examination will be maintained at a comparable level each time.

6. The Examination Committee may request that an examination be reviewed in advance by a testing expert.

7. The final result of an examination shall have a pre-set cut-off score, which may not be adjusted unless analysis suggests this is necessary.

Article 4.2 Compensation or bonus arrangement

This program has no compensation or bonus arrangements.

Article 4.3 Graduation regulations

The graduation regulations set out in Appendix 3 apply to completion of the Bachelor’s and Master’s final project.

For the assessment of the final work, the graduation supervisor must fill in a form, which was compiled by the Examinations Committee.
Chapter 5  Final provisions

Article 5.1  Security
During the administration of written or other types of examinations, the Examinations Committee shall ensure proper protection against loss, theft or wrongful acts.

Article 5.2  Appeals to the CBE
No later than six weeks after the decision has been made known to her, a student may lodge an appeal against a decision made by the Examinations Committee or the examiners, based on these Examination Regulations, with the Examination Appeals Board (CBE) as referred to in Article 7.60 of the WHW. The written appeal should be submitted to the relevant department via w3.tue.nl/nl/diensten/stu/klachten_en_geschillen/.

Article 5.3  Complaint against an examiner
1. A student may submit a complaint against an examiner to the Examinations Appeal Board via the website referred to in the previous article.
2. Complaints will not be taken into consideration if the same complaint has previously been submitted and processed, or if an objection or appeal procedure was in place.
3. General complaints about teaching or about the way in which policy or teaching are implemented will not be considered. If the complaint is part of a criminal process, the complaint will not be taken into consideration either.
4. If the interests of the complainant or the severity of the complaint are patently lacking, then the complaint does not have to be taken into consideration.

Article 5.4  Amendments to the regulations
Amendments to these Examination Regulations can only come into force in the current academic year if this does not, within reason, have a negative effect on the interests of the students.

Article 5.5  Annual report
The Examinations Committee shall compile a report of its activities each year and submit it to the Departmental Board and the Central Committee for Educational Quality Assurance (CCKO) in the established format. The CCKO shall issue a report to the Executive Board, based on the annual reports.

Article 5.6  Transitional arrangement/provision
1. The degree classifications specified in the OER apply to students who started the first year of the Bachelor’s program or the first year of the Master’s program on or after September 1, 2007.
2. For students enrolled before September 1, 2007, the degree classifications specified in the OER and the Examination Regulations of the year in which they started the program are applicable to their assessments.
Article 5.7 Effective date

These Examination Regulations replace all previous versions and will come into effect on September 1, 2014.

Adopted by the Examinations Committee for the Bachelor's program in Industrial and Applied Mathematics and the new-style Bachelor’s program in Industrial and Applied Mathematics in accordance with the Bachelor College model and the Master’s program in Industrial and Applied Mathematics on June 30, 2014.
Appendix 1 of Article 1.5, paragraph m, of the 2014-2015 Examination Regulations

Agreements relating to valid absences from interim tests within the Bachelor College.

Students who are absent from interim tests may have valid extenuating personal circumstances for doing so that must be taken into account:

In any case the following personal circumstances must be recognized:

- Illness
- Exceptional family circumstances
- Pregnancy and childbirth
- Other situations involving force majeure

Determining extenuating personal circumstances

It must be determined to what extent there are valid extenuating personal circumstances. This determination must be made by the academic advisor on behalf of the Examinations Committee.

Procedure

The procedure concerning absence on the grounds of extenuating personal circumstances is as follows:

- The student must report to the academic adviser that extenuating personal circumstances have arisen. He or she must report this or have this reported within 24 hours of the personal circumstances having arisen in as far as this influences participation in interim tests.
- The academic advisor shall determine whether the extenuating personal circumstances are valid, taking into account the four abovementioned cases.
- The student must produce evidence if the Examinations Committee deems this necessary.
- The secretary to the Examinations Committee shall record the report in OWIS, immediately upon being notified by the academic advisor.
- If he or she deems this necessary, the secretary to the Examinations Committee can request the Examinations Committee to determine the validity of the extenuating personal circumstance.
- The secretary to the Examinations Committee must report to the lecturer in the event that a student reports the occurrence of a valid extenuating personal circumstance.
- The lecturer shall provide the student with an opportunity to complete the interim test (or an alternative test).
- Any student who has been absent for interim tests two or more times during one academic year shall be summoned by the academic advisor.
Appendix 2 of Article 1.5 of the Examination Regulations 2014-2015

Instructions for written examinations and final tests

1. Students can still be admitted to the examination room during the first 15 minutes after the start of the examination. These students are not granted any extra time.
2. Students may not leave the examination room earlier than 15 minutes after the start of the examination.
3. Students may not leave the examination room 15 or fewer minutes before the end of the examination.
4. At the start of a written examination or a final test, students must fill in their student card ID number, degree program and full name and address on the attendance card provided. Students shall place the completed attendance card, their campus card and proof of enrollment on the table so that the examiner or invigilator can see it clearly. Students who are unable to identify themselves with a campus card or any other valid means of identification will not be permitted to take the examination or final test, and will be removed from the examination room. Students who have not brought a proof of enrollment can apply immediately to the STU for a replacement registration certificate. This will not result in an extension of the period specified in point 1.
5. Students must fill in the above information at the top of every sheet of paper to be handed in, doing so clearly and completely and in capital letters. All initials must be included with the surname. The sheets should be numbered in sequence.
6. TU/e shall provide all the necessary paper. Students must bring their own writing and drawing materials. Rulers, compasses and set squares are permitted for drawings.
7. Students are not permitted to use or consult papers, authorized books, or any calculators, etc., other than those issued by the examiner, unless explicitly stated otherwise on the examination form.
8. Students are not permitted to use mobile telephones or other electronic equipment, unless explicitly stated otherwise by or on behalf of the Examinations Committee. Students must turn off their mobile phones and store them in a bag or jacket.
9. Students may not visit the restroom without supervision. Only one student may visit the restroom at a time.
10. At the end of the examination, students may not leave their seats or talk to each other until all the written work has been collected by the invigilators. Students are not allowed to leave the examination room without handing in all written work, including the attendance card.
11. Students must personally hand in all their written work, together with the attendance card, to the invigilators. The invigilator shall sign the attendance card in the presence of the student.

The following shall also apply in the case of electronic examinations and final tests:

12. Students must provide their own notebook computers (with properly functioning operating systems) and power cables.
13. Students shall be responsible for ensuring that the programs that they will need during the examination or the final test are installed on their laptops.
Appendix 3 of Article 4.4 of the Examination Regulations 2014-2015

Graduation regulations for the Bachelor’s program in Industrial and Applied Mathematics

Rules for the ‘final bachelor project’ component of the examination

These rules are part of the ‘Rules and Regulations’ of the ‘Industrial and Applied Mathematics’ Bachelor’s degree program, laid down by the Examinations Committee of the Industrial and Applied Mathematics Bachelor’s degree program.

Definition
A graduation supervisor is a scientific staff member, i.e. an assistant professor, an associate professor, or a professor, being responsible for the final bachelor project of the student.

Subject

Article 1
These regulations are concerned with the preparation and examining of the final bachelor project that forms a mandatory program unit within the program, as described in Annex 1 of the Education and Examination Regulations of the Industrial and Applied Mathematics Bachelor’s degree program.

Article 2
The “Examination Rules and Procedures” and the “Education and Examination Regulations” for the Industrial and Applied Mathematics Bachelor’s degree program are equally applicable.

Final bachelor project

Article 3
The final bachelor project consists of the research assignment or the design assignment to be carried out by the student in combination with the oral and written reporting about this assignment. The final bachelor project is the final part of the Industrial and Applied Mathematics Bachelor’s degree program.

Execution of the final bachelor project in a team

Article 4
1. It is permitted to carry out the final bachelor project in a team, as long as each of the team members has a personal assignment or sub-assignment that can be individually assessed. The final bachelor project can be said to take place in a team if more than one student works simultaneously on a large assignment.

2. Where the word 'student' is used in these regulations, unless specifically stated otherwise, this also refers to a group of students carrying out the final bachelor project in a team.

Supervisory team
Article 5
1. The graduation supervisor is an assistant professor, associate professor or professor from the Mathematics sub-department within the Mathematics and Computer Science department.

2. The student should look for a suitable graduation supervisor. If the student cannot find a suitable graduation supervisor then the director of the Industrial and Applied Mathematics Bachelor's degree program will assign a graduation supervisor.

3. The sub-department can refuse the supervision of the student in question with permission from the Departmental Board if it can prove that his or her supervisory capacity is already being fully utilized.

4. If a student carries out the graduation phase outside the TU/e, a second supervisor from the company or organization within which the assignment is carried out is added to the supervisory team.

5. The graduation supervisor is required to deliver instructions to the student considering the execution of the final bachelor project, to give feedback to texts delivered by the student in a reasonable time, to guard the progress of the project, and to stimulate, motivate and correct the student. The student is supposed to take initiatives, to guard the progress of the project, and to report to the graduation tutor.

Assessment Committee

Article 6
1. The Assessment Committee consists of at least two voting members including the graduation supervisor. The voting members together determine the final mark for the final bachelor project. The voting members of the Assessment Committee are appointed as examiners by the Examinations Committee according to article 7.12, section 3 of the Higher Education and Research Act (WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek). A PhD student may act as a voting member.

2. Advisory members may be included in the committee.

3. The graduation supervisor is the chairperson of the Assessment Committee.

4. If one of the voting members at the last moment cannot take part as a member of the Assessment Committee, and if this would have a disproportionately negative effect on the assessment, then the Examinations Committee can appoint a replacement.

Assessment

Article 7
1. The voting members of the Assessment Committee together determine a final mark. The considerations leading to the assessment are shared with the student.

2. In cases where the final bachelor project has been carried out in a team, it must be clearly stated which student was responsible for each part of the report.

Article 8
The final bachelor project is assessed on the following four aspects:
- the quality of the report, with respect to scientific quality, structure and style,
- the quality of the graduation presentation, once again related both to content and style,
- the quality of the defence, i.e. the way in which the candidate answers the questions from the assessors about the report and the presentation,
- the execution of the assignment during the final bachelor project.

The Assessment Committee will give a final bachelor project assessment report to the student and to the Student Administration. In this report it should be clearly described how the student is judged with respect to the four aspects, and how the final mark is determined.

Graduation report, presentation and defence

Article 9
1. The student will supply a good quality copy of the final graduation report to the members of the Assessment Committee referred to in article 6 before the date of the final presentation referred to in article 10.

2. The report will be made public after the assessment by the Assessment Committee. If the organization in which the graduation phase takes place believes that its interests may reasonably be harmed by the publication of the graduation report, the organization may request a temporary, twelve-month embargo from the library of Eindhoven University of Technology. If the organization deems an embargo for a longer period necessary, two graduation reports shall be issued. One graduation report is for the company and contains the confidential information. The other graduation report can be published in the library. Both reports have to be approved by the Assessment Committee for the graduation project. It must be possible to assess the work on basis of the public version of the report. A request for an embargo must be submitted by the graduation supervisor to the Examinations Committee.

Article 10
1. After completion of the graduation report, the student will give a final presentation and will defend his or her thesis in the presence of the Assessment Committee referred to in article 6.

2. The final presentation and the following assessment should take place at least a week before the examination meeting in which the student can be declared to be passed.

3. The final presentation is public and is held in buildings of the Technische Universiteit Eindhoven.

4. The defence is not public; only the student and the Assessment Committee are present unless both parties have no objection to the presence of others.

Disputes

Article 11
1. Disputes between the student and the graduation supervisor can be brought before the Examinations Committee.

2. The student can appeal against decisions of, and the treatment by, the Assessment Committee at the TU/e's Examinations Appeals Board, on the basis of article 7.60 of the WHW.
Concluding article

Article 12
The Examinations Committee will decide any cases not covered by these regulations. If the need arises, the Examinations Committee can deviate from these regulations.
**Graduation regulations for the Master's program in Industrial and Applied Mathematics**

**Rules for the ‘master project’ component of the examination**

These rules are part of the ‘Rules and Regulations’ of the ‘Industrial and Applied Mathematics’ Master’s degree program, laid down by the Examinations Committee of the Industrial and Applied Mathematics Master’s degree program.

**Definitions**

Graduation tutor: the person who guides the student during the master project.

Graduation supervisor: a scientific staff member, i.e. an assistant professor, an associate professor, or a professor, responsible for the master project of the student.

**Subject**

**Article 1**
These regulations are concerned with the preparation and examining of the master project that forms a mandatory program unit within the program, as described in Annex 1 of the Education and Examination Regulations of the Industrial and Applied Mathematics Master’s degree program.

**Article 2**
The “Examination Rules and Procedures” and the “Education and Examination Regulations” for the Industrial and Applied Mathematics Master’s degree program are equally applicable.

**Master project**

**Article 3**
The master project consists of the research assignment or the design assignment to be independently carried out by the student in combination with the oral and written reporting about this assignment. The master project is the final part of the Industrial and Applied Mathematics Master’s degree program.

**Execution of the master project in a team**

**Article 4**
1. It is permitted to carry out the master project in a team, as long as each of the team members has a personal assignment or sub-assignment that can be individually assessed. The master project can be said to take place in a team if more than one student works simultaneously on a particularly complicated or a large assignment.

2. Where the word 'student' is used in these regulations, unless specifically stated otherwise, this also refers to a group of students carrying out the master project in a team.

**Supervisory team**
Article 5

1. The graduation supervisor is an assistant professor, associate professor or professor from the Mathematics sub-department within the Mathematics and Computer Science department. The professor of the group the graduation supervisor is associated with should approve the choice of the graduation supervisor on behalf of the Examinations Committee.

2. The student should look for a suitable graduation supervisor. If the student cannot find a suitable graduation supervisor then the director of the Industrial and Applied Mathematics Master's degree program will assign a graduation supervisor.

3. The sub-department can refuse the supervision of the student in question with permission from the Departmental Board if it can prove that his or her supervisory capacity is already being fully utilized.

4. If a student carries out the graduation phase outside the TU/e, a second supervisor from the company or organization within which the assignment is carried out is added to the supervisory team.

5. The graduation supervisor and the student make a graduation plan detailing information related to the graduation topic, how the student can be contacted during the master project, the choice of the graduation tutor, and the student's study progress.

6. The graduation supervisor makes a problem description of the master project that needs to be approved by the professor of the chair the supervisor is associated with. The approval will be based on the scientific level of the project, the feasibility of the goals of the project and the manageability of the project. The problem description is included to the graduation plan as an appendix.

7. The Examinations Committee will only approve the graduation plan referred to in section 6 if all program units have been completed and the Master's degree program has been approved. In special circumstances the Examinations Committee can also decide to approve the plan if:
   a) the graduation supervisor considers that a few uncompleted program units can better be completed during the master project, or if
   b) the student can show that waiting for the next possible examination period to complete a few uncompleted program units will have a disproportionately negative effect on the course of his or her studies.

   The total number of credits in a) and b) may not be more than 12 credits. The program units mentioned in a) and b) may not be part of the student's bachelor program.

8. The definitive starting date of the master project must be after the moment at which the Examinations Committee accepts the graduation plan.

9. Within one month after the starting date of the master project the student makes a detailed project plan that includes the targets and a time schedule. The student discusses the project plan with the graduation supervisor.

10. The graduation supervisor is required to deliver instructions to the student considering the execution of the master project, to give feedback to texts delivered by the student in a reasonable time, to guard the progress of the project, and to stimulate, motivate and correct the student. The student is supposed to take initiatives, to guard the progress of the project, and to report to the graduation tutor at least each fortnight.
Assessment Committee

Article 6
1. The composition of the Assessment Committee should be decided upon no later than one month before the completion of the master project.

2. The Assessment Committee referred to in section 1 consists of three voting members including the graduation supervisor and the graduation tutor. The voting members together determine the final mark for the master project. The voting members of the Assessment Committee are appointed as examiners by the Examinations Committee according to article 7.12, section 3 of the Higher Education and Research Act (WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek). A PhD student may only act as a voting member of the Assessment Committee if he is the graduation tutor. A company supervisor is not entitled to vote.

3. Advisory members may be included in the committee.

4. The Assessment Committee has voting members from at least two chairs within the Mathematics sub-department at the TU/e.

5. The graduation supervisor is the chairperson of the Assessment Committee. In the absence of the graduation supervisor, one of the other voting members acts as the chairperson of the Assessment Committee.

6. If one of the voting members at the last moment cannot take part as a member of the Assessment Committee, then the Examinations Committee can appoint a replacement.

Assessment

Article 7
1. The voting members of the Assessment Committee together determine a final mark. If an agreement cannot be reached, each member individually gives a final mark, without knowledge of the marks given by the other members; the arithmetical mean is then calculated and rounded to the nearest half integer from 1 up to and including 10. Marks ending in .25 or .75 are rounded up. The considerations leading to the assessment are shared with the student.

2. In cases where the master project has been carried out in a team, it must be clearly stated which student was responsible for each part of the report; the students making up the team will be questioned and assessed separately.

Article 8
The master project is assessed on the following four aspects:
- the quality of the report, with respect to scientific quality, structure and style,
- the quality of the graduation presentation, once again related both to content and style,
- the quality of the defence, i.e. the way in which the candidate answers the questions from the assessors about the report and the presentation,
- the execution of the assignment during the master project; the assessment of the company supervisor will usually play an important role here.

The Assessment Committee will give a master project assessment report to the student and to the Student Administration. In this report it should be clearly described how the student is judged with respect to the four aspects, and how the final mark is determined.
Graduation report, presentation and defence

Article 9
1. The student will supply a good quality copy of the final graduation report to the members of the Assessment Committee referred to in article 6, at least 15 working days before the date of the final presentation referred to in article 10.

2. The report will be made public after the assessment by the Assessment Committee. If the organization in which the graduation phase takes place believes that its interests may reasonably be harmed by the publication of the graduation report, the organization may request a temporary, twelve-month embargo from the library of Eindhoven University of Technology. If the organization deems an embargo for a longer period necessary, two graduation reports shall be issued. One graduation report is for the company and contains the confidential information. The other graduation report can be published in the library. Both reports have to be approved by the Assessment Committee for the graduation project and must be delivered to the student administration. It must be possible to assess the work on basis of the public version of the report. A request for an embargo must be submitted by the graduation supervisor to the Examinations Committee.

Article 10
1. After completion of the graduation report, the student will give a final presentation and will defend his or her thesis in the presence of the Assessment Committee referred to in article 6. The place and date of the final presentation and the defence will be made known beforehand. An interim presentation is strongly recommended but is not mandatory.

2. The graduation plan can include a date for an interim evaluation between the graduation supervisor and the student. A report will be made of this discussion.

3. The final presentation cannot take place before all program units from the Master's degree program have been completed.

4. The final presentation and the following assessment should take place at least two weeks before the examination meeting in which the student can be declared to be passed.

5. The final presentation is public and is held in buildings of the Technische Universiteit Eindhoven.

6. The defence is not public; only the student and the Assessment Committee are present unless both parties have no objection to the presence of others.

Disputes

Article 11
1. Disputes between the student and the graduation supervisor can be brought before the Examinations Committee.

2. The student can appeal against decisions of, and the treatment by, the Assessment Committee at the TU/e's Examinations Appeals Board, on the basis of article 7.60 of the WHW.
Concluding article

**Article 12**
The Examinations Committee will decide any cases not covered by these regulations. If the need arises, the Examinations Committee can deviate from these regulations.