BEP, Internship and Graduation project during the Corona period
Information for students and supervisors
Department of Electrical Engineering

I. Introduction
Because of the national measures recommended by the RIVM related to the Corona virus, students may experience difficulties when arranging, starting, carrying out or completing their BEP, internship or their graduation project.
For projects in the Bachelor and Master program Electrical Engineering and the Bachelor program Automotive, the Departmental Board (in consultation with the Program Directors, the Examination Committee, the Program Committee and the Manager ESA) has made some changes in regulations, intended to give enhanced flexibility for students in executing and planning their projects.
The changes in regulations apply as long as the measures adopted by the Executive Board in relation to the Corona virus are in force. Decisions made based on these changes (see below) remain valid until the student has passed the bachelor or master exam.

II. General Project rules

- Running projects: Projects can be continued and finalized whenever possible. If necessary, project supervisors are encouraged to adapt running projects to allow for a timely completion. When this is not possible or not favorable, the project will be on-hold, and finalization is postponed.
- New projects: New projects will all start online, until further notice. When project execution is impossible (in already defined projects), the project can be fully redefined or can be postponed.

III. Changes in regulations

BEP
1. The Examination Committee will consider requests to extend the period within which the BEP must be completed.

Procedure
   - Should the student fail to finish the BEP in time, the student should send a motivated request approved by the BEP supervisor to the BEP coordinator for an extension period of maximum 2 weeks. The request needs to be handed in before the end of the agreed BEP period. The BEP coordinator will consult the BEP supervisor and informs the student about the decision (on behalf of the Examination Committee).
   - Should the student fail to finish the BEP within the extended period, the student should hand in a motivated request approved by the BEP supervisor to the Examination Committee for a longer extension period. Motivated requests need to be handed in before the end of the agreed BEP period. The student, the BEP supervisor and the BEP coordinator will be informed about the decision.
   - In both cases the CSA EE is informed about the decision.

2. A change in the duration of a BEP is allowed for running projects: the 15 EC BEP with extension can be transformed to a 10 EC BEP (or vice versa). Note that reduction of the BEP size requires a change in the student’s program of examinations which needs to be approved by the Examination Committee.
**Procedure**
- The student discusses the change in duration of the BEP with the BEP supervisor.
- If the duration of the BEP can be changed, the BEP supervisor informs the BEP coordinator and the CSA EE by e-mail (CSA.EE@tue.nl).
- The CSA EE will change the duration of the BEP in OSIRIS.
- The student may request the CSA EE no later than April 19 to register for an extra *bachelor course* in Q4 of the study year 2019/2020.
- The student may request the ESA Helpdesk (esahelpdesk@tue.nl) no later than April 19 to register for an extra *master course* in Q4 of the study year 2019/2020. The student must have achieved a minimum of 150 EC (instead of 180 EC) now or after the Q3 exams in order to take part in the master course.

When the duration of the BEP has reduced, the student requests for approval for changing his program of examinations from the Examination Committee by submitting a completed *EE change elective form*.

3. It will be allowed to postpone the BEP to the next study year and to continue in Q4 of the study year 2019/2020 with remaining bachelor or master courses; see ‘*Bachelor-before-master-rule*’ (*Zachte knip*).

**Procedure**
- The student discusses the postponement with the BEP supervisor.
- If the BEP supervisor agrees, the supervisor informs the BEP coordinator and the CSA EE by e-mail. The CSA EE will deregister the student for the BEP.
- The student may request the CSA EE (CSA.EE@tue.nl) no later than April 19 to register for extra *bachelor courses* in Q4 of the study year 2019/2020.
- The student may request the ESA Helpdesk (esahelpdesk@tue.nl) no later than April 19 to register for extra *master courses* in Q4 of the study year 2019/2020. The student must have achieved a minimum of 150 EC (instead of 180 EC) now or after the Q3 exams in order to take part in the master courses.

**Internship**
1. It is no longer required to finish the internship before the Graduation project. This means students can also schedule the internship after the Graduation project. Currently running internship projects may be put on-hold and continued when it is possible again.

**Procedure**
- The student contacts the internship supervisor.
- If the internship needs to be put on-hold, the supervisor informs the Examination Committee and the CSA EE by e-mail (CSA.EE@tue.nl).

2. The graduation project may be a continuation of the internship project, which leads to a total project of 15+45=60 EC. If this option is chosen, the internship must be defined as a sub-project. It remains that the internship will be graded separately and must be finalized with an internship report and presentation.

**Procedure**
- The student discusses the possibilities with the internship supervisor.
3. The Examination Committee will consider requests to extend the period within which the internship must be completed.

Procedure
- If an extension of at most 2 weeks is required the student does not need to inform the Examination Committee.
- If the student needs more than 2 extra weeks to finish the internship, the student should hand in a motivated request approved by the internship supervisor to the Examination Committee for a longer extension period. Motivated requests need to be handed in before the end of the agreed internship period.

4. A student may replace 5 EC of the internship with a master course provided by the TU/e. This change in the study program needs the approval of the Examination Committee.

Procedure
- The student hands in a request to the Examination Committee supported by the motivation of the internship supervisor as soon as possible, but latest before the end of the agreed internship period.

Graduation project
1. Master students may start on the graduation project while missing a total of 15 EC in courses.

2. Master students may do the course “Tutoring and Coaching” (5CKB0) in parallel to the graduation project. The missing 2.5 EC at the beginning of the graduation project will be in addition to the missing EC of point 1.

3. The Examination Committee will consider requests to extend the period within which the graduation project must be completed.

Procedure
- The student contacts the graduation project supervisor.
- Should the student fail to finish the graduation project in time, the student hands in a motivated request approved by the graduation project supervisor to the examination committee for an extension period of maximum 2 months. The request needs to be handed in before the end of the agreed graduation period.
- Should the student fail to finish the graduation project within the extended period, the student hands in a motivated request approved by the graduation project supervisor to the Examination Committee for a longer extension period before the end of the agreed graduation period.

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