Guidelines for the Bachelor Final Project (BEP) during the Corona period
Information for teachers and students

The Department Applied Physics follows the decision made by the Executive Board for all the rules below. The Executive Board follows the national measures recommended by the National Institute for Public Health and the Environment (RIVM) with regard to the Coronavirus.

NB For the readability 'he' has always been used in the text. Where 'he' stands, 'she' can of course also be read.

Introduction
As a consequence of the measures adopted by the Executive Board in relation to the Corona virus students may experience difficulties when arranging, starting or carrying out their Bachelor Final Project (BEP).

To minimize those difficulties the Departmental Board, in consultation with Program Director and Examination Committee AP of the Department of Applied Physics has decided as follows:

0. Validity period
   - The rules under 1 to 4 will apply until further notice. Applied Physics students and staff will be timely informed before the rules will be revoked.
   - Decisions made on the basis of rules 1 to 4 remain valid until the student has passed the bachelor's exam.

Students may complete their Bachelor Final Project (BEP) as usual or as follows:

1. Change of supervisor of the Bachelor Final Project due to change of subject
   At the onset of a Bachelor Final Project, the students start exploring and defining the research project. Under supervision of an academic staff member of a research group of the Department Applied Physics the student defines the project. Due to the consequences of measures adopted by the Executive Board in relation to the Corona virus, it could be the case that (part of) the defined research project cannot be executed. Therefore, is decided that students may change the subject of their Bachelor Final Project. This rule applies to students who already started their Bachelor Final Project and for students who are planning to start their Bachelor Final Project during the Corona period.

Procedure:

1. Students discuss possible adjustments of the research project with their supervisor (academic staff member of the involved research group).
2. If the supervisor will be changed due to a change of subject or definition, the student informs Examination Committee (by email, including a cc to the supervisor) and the Center for Student Administration.
3. If the BEP is already started, the student adds a note to his report in which he describes the impact of measures taken by the Executive Board related to Corona virus have on his BEP.
4. If the BEP is already started, the supervisor must make sure that the change of supervisor is also noted on the assessment form.
2. Change of study load

Bachelor’s students Applied Physics have the opportunity to do a 10 credits or 15 credits Bachelor Final Project (BEP). Due to the consequences of the measures adopted by the Executive Board in relation to the Corona virus, it could be the case that (part of) the defined research project cannot be executed. Therefore, it is decided that students may change the study load of their BEP from 15 credits to 10 credits, and vice versa. In case of a reduction of the study load of the BEP, students must choose a different study component of 5 credits. Changing the study load of the BEP results in a change of the student’s program of examination and requires approval of the Examination Committee. This rule applies to students who already started their Bachelor Final Project and for students who are planning to start their Bachelor Final Project during the Corona period.

Procedure:

Students who already started their BEP:
1. Discuss possible adjustments of BEP study load with their supervisor (academic staff member of the involved research group);
2. If the supervisor agrees with adjustment of the BEP study load and, if required, an alternative study component is selected, the student requests approval for changing his program of examinations from the Examination Committee by sending a completed Change in study program form to the Study Program Committee;
3. The Study Program Committee, mandated by the Examination Committee, assesses whether the amended program of examination of the student meets the criteria set out in the PER BSc Applied Physics art. 3.7.
4. The Study Program Committee informs the Center for Student Administration about the adjusted program of examinations.
5. The student adds a note to his report in which he describes the impact of measures taken by the Executive Board related to Corona virus have on his BEP.
6. The supervisor must make sure that the change of study load is also noted on the assessment form.

Students who have not yet registered their BEP:
1. Students change their program of examinations with adjustment of the BEP study load and a selected alternative study component, the student requests approval from the Examination Committee by sending a completed Change in study program form to the Study Program Committee for changing his program of examinations;
2. The Study Program Committee, mandated by the Examination Committee, assesses whether the amended program of examination of the student meets the criteria set out in the PER BSc Applied Physics art. 3.7.
3. The Study Program Committee informs the Center for Student Administration about the adjusted program of examinations.

3. Duration of the Bachelor Final Project (BEP)

At the beginning of the BEP, the student makes a description of the overall setup of the research project including a planning/timeline for the implementation of the research project, reporting, etc. Due to the consequences of the measures adopted by the Executive Board in relation to the Corona virus, it could be the case that the execution of the research project will take longer than originally planned. Therefore, it is decided that in assessing the Implementation of the Research and the professional skill Planning and Organizing, as appointed in the Assessment form - Bachelor Final Project (Appendix 8a to Article 4.6 of the Regulations of the Examination Committee Applied Physics
2019-2020) corona-crisis induced delay will be taken into account. This rule applies to students who already started their Bachelor Final Project before or during the Corona period.

4. Courtesy of the Examination Committee AP
The Examination Committee AP will handle requests for changing the student’s program of examination in a courteous manner.