Guidelines online presentation of Bachelor Final Project Applied Physics

According to the assessment protocol described in Appendix 8a of Article 4.6 of the Regulations of the Examination Committee Applied Physics 2019-2020, 20% of the grade for the Bachelor Final Project (Bachelor eindproject -BEP-) is determined by the presentation. The presentation should last 20-25 minutes, with an additional 5-10 minutes for discussion. This document gives a procedure of how an online presentation and discussion of a student’s BEP could be held. The remaining provisions of the assessment protocol for the BEP Applied Physics, as described in the Regulations of the Examination Committee Applied Physics 2019-2020 (Appendix 8b of Article 4.6) will be maintained; see the final page.

Procedure online presentation of Bachelor Final project (BEP) Applied Physics

The presentation of the Bachelor Final Project will be assessed by the responsible TU/e supervisor, advised by the direct supervisor. In the case that the responsible lecturer is also the direct supervisor, a second examiner must advice on the assessment of the online presentation. The responsible TU/e supervisor, direct supervisor or second examiner, will be called the assessors of the online presentation.

The responsible TU/e supervisor (possibly assisted by members of the research group) facilitates the process of setting up an online presentation. If it is technically possible, an audience is allowed to join. The guidelines are:

a. Before the actual presentation:
   i. In consultation with the candidate and direct supervisor or second examiner, the responsible TU/e supervisor selects the most suitable online environment for the online presentation (e.g. Skype for Business, Canvas Conferences or Microsoft Teams). Information for selecting a tool can be found in the guide: “Tool advice for online-oral and monitored written exams” on the TU/e COVID-19 Canvas page (first column). At least a couple of days before the online presentation, the responsible TU/e supervisor organizes a ‘trial presentation’ with the candidate, possibly including the direct supervisor or second examiner. The trial presentation is used to practice the content, but also to validate the procedure including all technical aspects (e.g. drawing on a virtual whiteboard).
   ii. At least 30 minutes before the presentation, the responsible TU/e supervisor receives the candidate’s final slides of the presentation and shares these slides with the other assessors. The responsible TU/e supervisor will start the online meeting using the selected online environment, and will invite the other assessors, and any other persons involved in the project, and optionally other audience. The responsible TU/e supervisor will make sure that the slides are visible to all participants.

b. During the actual presentation and discussion (public session):
   i. At the start of the presentation, the candidate is invited by the responsible TU/e supervisor to join the meeting. The presentation and discussion will follow the normal routine. The responsible TU/e supervisor will discuss the procedure and the candidate will start with the usual 25-30 minutes presentation and 5-10 minutes discussion.
   ii. During the discussion, if wished-for, the responsible TU/e supervisor will act as a moderator and will manage the time. It can be decided by the candidate and supervisors that the audience is also allowed to ask questions during the discussion.

c. After the actual presentation and discussion, if wished-for, the assessors have the option to deliberate:
   i. Immediately after the discussion the assessors leave the meeting to have their deliberations in a meeting separate from the candidate and audience. The responsible TU/e supervisor makes sure that the candidate (and all other audience) is no longer part of the meeting.

For the assessment of the BEP as a whole, please use the assessment protocol as described in the Regulations of the Examination Committee Applied Physics 2019-2020 (Appendix 8b of Article 4.6).