Guidelines for the Graduation Project 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 Graduation Project.

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 5 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 5 remain valid until the student has passed the master’s exam.

Students may complete their Graduation Project as usual or as follows:

1. Change of supervisor of the Graduation Project due to change of subject
Before the beginning of the Graduation Project, the subject, planning, phases and the end date of the Graduation Project are discussed between the graduation supervisor and the student. Under supervision of the graduation supervisor the student defines the project. 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, is decided that students may change the subject of their Graduation Project. These changes may lead to a change in of graduation supervisor. If the supervisor is changed, the change must meet the additional requirement that the student’s formal TU/e supervisor during the External Traineeship is not the same as his formal graduation supervisor. This rule applies to students who already started their Graduation Project and for students who are planning to start their Graduation Project during the Corona period.

Procedure:

1. Students discuss possible adjustments of the graduation project with their graduation supervisor.
2. If the graduation supervisor will be changed due to a change of subject, the student informs (by email, including a cc to the supervisor) the Examination Committee and the Center for Student Administration.
3. If the graduation project was 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 graduation project.
4. If the graduation project was already started, the graduation supervisor must make sure that the change of supervisor is also noted on the assessment form.

2. **Change of study load**
Master’s students Applied Physics have the opportunity to do a 45 credits or 60 credits Graduation Project. Due to the consequences of the national 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 study load of their Graduation Project from 60 credits to 45 credits, and vice versa. In case of a reduction in study load of the Graduation Project, students must choose different study components of 15 credits. Changing the study load of the Graduation Project 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 Graduation Project and for students who are planning to start their Graduation Project during the Corona period.

*Procedure:*

**Students who already started their Graduation Project:**
1. Discuss possible adjustments of Graduation Project study load with their graduation supervisor;
2. If the supervisor agrees with adjustment of the Graduation Project study load and, if required, alternative study components are selected, the student requests approval for changing his program of examinations from the Examination Committee by sending a completed [AP Approval study package form](#) (including the advice of the mentor) 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 MSc Applied Physics art. 3.6.
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 thesis in which he describes the impact of the measures taken by the Executive Board related to Corona virus have on his graduation project.
6. The graduation supervisor must make sure that the change of study load is also noted on the assessment form.

**Students who have not yet started their Graduation Project:**
1. Discuss possible adjustments the study load of the Graduation Project with their mentor;
2. Students must submit their adjusted program of examinations including the advice issued by the mentor to the Examination Committee by sending a completed [AP Approval study package form](#) to the Study Program Committee for approval.
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 MSc Applied Physics art. 3.6.
4. The Study Program Committee informs the Center for Student Administration about the adjusted program of examinations.
3. Changing the order of the External Traineeship and the Graduation Project

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 External Traineeship. Therefore, is decided that students can postpone or suspend their External Traineeship for a period to be determined in consultation with their TU/e and external supervisor. This means that a student may reverse the order of his External Traineeship and Graduation Project. A student may carry out the External Traineeship during or after completion of the Graduation Project. The following condition applies:

- The graduation project may be started only if the general compulsory course (Computational and mathematical physics (3MA010), 5 credits), and the compulsory track courses (10 credits) are completed, and within the student’s total Master’s program not more than 10 credits of (track) electives are still open

This rule applies to students who already started their External Traineeship and for students who are planning to start their External Traineeship during the Corona period.

Procedure:

Students who already started their External traineeship:

1. Students discuss whether it is necessary to postpone or suspend their internship project with their TU/e supervisor and external supervisor.
2. Students discuss with their graduation supervisor whether it is possible to start their graduation project earlier.
3. If the graduation supervisor agrees with an earlier start of the graduation project, the student discusses this topic with the mentor.
4. The student requests approval (including the advice of the mentor) for changing the order of the External Traineeship and Graduation Project from the Examination Committee by sending an email to the Study Program Committee;
5. The Study Program Committee, mandated by the Examination Committee, assesses whether the student meets the criteria set out in the PER MSc Applied Physics art. 3.6.
6. The students informs (by email, including a cc to the supervisor) the Center for Student Administration about the adjustments of External Traineeship and Graduation Project.
7. The student adds a note to his thesis in which he describes the impact of the measures taken by the Executive Board related to Corona virus have on his graduation project.
8. The graduation supervisor must make sure that the change of the order of External Traineeship and Graduation Project is also noted on the assessment form.

4. Duration of the Graduation Project

Before the beginning of the Graduation Project, the subject, planning, phases and the end date of the Graduation Project are discussed between the graduation supervisor and the student. Due to the consequences of measures adopted by the Executive Board in relation to the Corona virus, it could be the case that the execution of the graduation project will take longer than originally planned. Therefore, it is decided that in the assessment criteria of the graduation project including the aspect ‘Graduation: was/is not completed within the scheduled time’, as incorporated in the Assessment form – Graduation Project (Appendix 8b to Article 4.6 of the Regulations of the Examination Committee Applied Physics 2019-2020) a corona-crisis induced delay will be taken into account. This rule applies to students who already started their Graduation Project before or during the Corona period.
5. 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.