Guidelines for the NF 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 NF of the Department of Applied Physics has decided as follows:

0. Validity period
   - The rules under 1 to 4 will apply until further notice. Science and Technology of Nuclear Fusion 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 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 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. 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 cc to supervisor) the Examination Committee and the Center for Student Administration.
   3. 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. The graduation supervisor must make sure that the change of supervisor is also noted on the assessment form.
2. 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 request the Examination Committee in consultation with their academic supervisor, daily supervisor and mentor for reversing the order of the (external) traineeship and graduation project. In these cases it is most likely that the traineeship will be postponed or suspended for a period to be determined in consultation with their academic and daily supervisor. The following condition applies:

- The graduation project may be started only if the general compulsory courses (27.5 - 30 credits) are successfully completed, and within the student’s total Master’s program not more than 10 credits of 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 change the order of the external traineeship and graduation project with their academic supervisor and daily 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 to the Examination Committee;
5. The Examination Committee, assesses whether the student meets the criteria set out in the PER MSc Science and Technology of Nuclear Fusion art. 3.6.
6. If the Examination Committee approves changing the order of the (external) traineeship and the graduation project, the student (with a cc to the supervisor and mentor) informs 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.

Students who have not yet started their (External) Traineeship:

1. Students should discuss the intended change of the order of the (External) Traineeship and Graduation Project with their mentor;
2. 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;
3. The Examination Committee, assesses whether the student meets the criteria set out in the PER MSc Science and Technology of Nuclear Fusion art. 3.6.
4. The students informs (by email) the Center for Student Administration about the adjustments of (External) Traineeship and Graduation Project.
3. **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 aspects duration and finalization, as incorporated in the Assessment form – Graduation Project (Appendix 8b to Article 4.6 of the Regulations of the Examination Committee Science and Technology of Nuclear Fusion 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.

4. **Courtesy of the Examination Committee NF**

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