Guidelines online presentation of External Traineeship MSc Applied Physics

According to the assessment protocol described in Appendix 7a of Article 4.4 of the Regulations of the Examination Committee Applied Physics 2019-2020, 1/3 of the grade of the External Internship 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 External Internship could be held. The remaining provisions of the assessment protocol for the External Internship, as described in the Regulations of the Examination Committee Applied Physics 2019-2020 (Appendix 7a of Article 4.4) will be maintained; see the final page.

Procedure online presentation of External Traineeship MSc Applied Physics

The grade for the final presentation of the External Traineeship will be determined by the responsible TU/e supervisor in consultation with the external, direct supervisor of the host institute or company. In case that the External Traineeship is taking place at the TU/e due to Corona induced measures, the direct supervisor of the student (not necessarily the responsible TU/e supervisor) will have the role of external supervisor. In case that the responsible TU/e supervisor is also direct supervisor, it is recommended that a TU/e advisor (preferably a scientific staff member of the research group) advises on the assessment of the 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 advisor, 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 presentation, the responsible TU/e supervisor organizes a ‘trial presentation’ with the candidate and possibly the direct supervisor or advisor. 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 assessors. The responsible TU/e supervisor will start the online meeting using the selected online environment, and invites the direct supervisor or advisor, and other persons involved, and optionally other audience. The responsible TU/e supervisor makes sure that the slides are visible to all participants.

b. During the actual presentation and discussion:
   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, the assessors have the option to deliberate and give feedback to the student.
   i. Immediately after the discussion, the candidate is removed from the meeting by the responsible TU/e supervisor such that an evaluation can take place. The responsible TU/e supervisor makes sure that the candidate (and all other audience) is no longer part of the meeting.
   ii. The candidate is invited back to join the online meeting by the responsible TU/e supervisor, and the assessors give feedback on the presentation and discussion.

For the assessment of the External Traineeship as a whole, please use the assessment protocol as described in the Regulations of the Examination Committee Applied Physics 2019-2020 (Appendix 7a of Article 4.4)