Guidelines online thesis presentation and defense graduation MSc Applied Physics

According to the assessment protocol described in Appendix 8b of Article 4.6 of the Regulations of the Examination Committee Applied Physics 2019-2020, 25% of the grade for the Graduation project is determined by the presentation, and 25% for the defense. This document gives a procedure how an online presentation and defense of a student’s graduation project could be held. The remaining provisions of the assessment protocol for the Graduation Project, as described in the respectively the Regulations of the Examination Committee Applied Physics 2019-2020 (Appendix 8b of Article 4.6) will be maintained.

Procedure online presentation of Graduate Project MSc Applied Physics

For the online presentation of the Graduate Project the candidate and the supervisor can decide to make use of a facilitator. The facilitator support the process of setting up an online presentation. The candidate and student can also decide not to make use of a facilitator. If this is decided the supervisor takes over the role of facilitator.

NB. If it is technically possible, an audience is allowed to join the online presentation. The audience is also allowed to ask the candidate questions. The link to the online presentation may be shared with others.

1. The graduation project committee will be supported by a facilitator appointed by the Examination Committee of the department Applied Physics. The appointed facilitator receives information about the upcoming graduations from the education coordinator. Subsequently, the facilitator contacts the student’s graduation supervisor.

2. The facilitator is not part of the graduation project committee and will not participate in the discussions, unless taken over by the supervisor.

3. Responsibilities of the facilitator:
   a. Before the actual presentation:
      i. In consultation with the candidate and his supervisor the facilitator selects the most suitable online environment for the online presentation (e.g. Skype for Business, Canvas Conferences or Microsoft Teams).
      ii. At least one day before the presentation, facilitator organizes a ‘dress rehearsal’ with the candidate and member of the research group to practice and validate the procedure including all technical aspects (e.g. drawing on a virtual white board).
      iii. At least 30 minutes before the presentation, the facilitator receives the candidate’s final slides of the presentation and shares these slides with the members of the graduation project committee.
      iv. At least 30 minutes before the presentation, the facilitator will start the online meeting using the selected online environment. The facilitator will invite the members of the graduation project committee. The facilitator will make sure that the slides are visible for all participants. This will leave ample time to resolve any minor issues with connections such as use of microphones etc. and make the usual inventory of the questions and discuss protocol issues.
   b. During the actual presentation (public session):
      i. At the start of the presentation, the candidate is invited the facilitator to join the meeting. The presentation and defense will follow the normal routine, the candidate’s supervisor will discuss the procedure and the candidate will start with the usual 30 minute presentation including questions. The candidate will be the presenter.
      ii. During the discussion the audience may ask the candidate questions.
      iii. During the discussion the facilitator will act as moderator and will manage the time.
   c. During the defense (closed session with candidate and graduation project committee):
      i. During the following, 60 minute, defense, the facilitator will act as moderator. The candidate will be the presenter.
   d. During the deliberation (closed session only for members of the graduation committee):
      i. Immediately after the defense the members of the graduation project committee leave the meeting to have their deliberations in a meeting separate from the candidate and audience.
   e. Announcement of grading (closed session with candidate and graduation project committee):
      i. After the deliberation the members of the graduation project committee return to the online meeting with the candidate. The supervisor gives feedback on all protocol aspects, including the detailed grading of the assessment elements.