Guidelines online presentation of Internship MSc Science and Technology of Nuclear Fusion

According to the Internship assessment procedure of the MSc Science and Technology of Nuclear Fusion (version September 2019), 1/3th of the grade of the Internship is determined by the presentation. This document gives a procedure of how an online presentation and discussion of a student’s Internship could be held. The remaining provisions of the assessment protocol for the Internship, as described in the Regulations of the Fusion examination committee 2019-2020 (Appendix 7a of Article 4.4 & Article 2.1 (8)) will be maintained.

Procedure online presentation of Internship MSc Science and Technology of nuclear fusion.

The final presentation of the Internship will be assessed by the responsible TU/e supervisor (examiner), in consultation with the external, direct supervisor of the host institute or company. In case that the Internship 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. The authorized examiner will consult a second member of the fusion scientific staff by motivating the assessment of the project. This advisor will also be present during the online presentation. The responsible TU/e supervisor, external/direct supervisor and the advisor 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, 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. 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 external/direct supervisor and the 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 12 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 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.

For the assessment of the Internship as a whole, please use the assessment protocol as described in the Regulations of the Fusion examination committee 2019-2020 (Appendix 7a of Article 4.4 & Article 2.1 (8)).