Regulations of the Examination Committee Interdepartmental Master’s Programs 2018-2019

The Examination Committee for the inter-departmental Master’s program in Automotive Technology and the 4TU/e Master’s program in Systems and Control and the 4TU/e Master’s program in Sustainable energy Technology of Eindhoven University of Technology (TU/e)

having regard to - Article 7.12, 7.12.a, 7.12.b, 7.12c of the Higher Education and Scientific Research Act (WHW),
the Program and Examination Regulations for the relevant programs,
the applicable TU/e Assessment Framework, adopted by the Executive Board on June 24, 2013, reviewed on October 23, 2014,
the Departmental Assessment Policy, adopted by the Departmental Board on November 11, 2014 and reviewed in August 2017.
the applicable TU/e Education Fraud Policy, adopted by the Executive Board on March 5, 2015, supplemented with Section 7 on April 9, 2015,
the applicable TU/e Graduate School Regulations
the applicable TU/e Central Examination Regulations, and
the Examination Committee Guide, a brochure adopted by the Executive Board on October 23, 2014.

Hereby adopts
The Regulations for the Examination Committee 2018-2019 dated September 3rd, 2018 which read as follows:

Preamble

The Examination Committee is a statutory body and is appointed by the Departmental Board. The Committee is independent and is the highest authority with regard to safeguarding the standard of the degree program, including matters such as testing and fraud and all other aspects that are necessary to ensure that students who are awarded a degree have attained the outcomes for the relevant programs.

The Examination Committee determines, in an objective and expert manner, whether students have fulfilled the conditions set out in the Program and Examination Regulations (OER) with regard to the knowledge, understanding, competences and skills that are necessary to obtain a degree.

In these Regulations, the Examination Committee sets out rules for the implementation of its duties and powers in accordance with the WHW, and the measures to be taken in the event of fraud.
The Examination Committee acts in accordance with the WHW and the OER for the relevant programs, and also in accordance with the TU/e Assessment Framework, departmental assessment policy and the TU/e Education Fraud Policy.

The Examination Committee assumes that lecturers for academic degree programs are appointed with care, and regards them as having primary responsibility for assuring the quality of the examinations and final examinations on the basis of which the Examination Committee confers degrees. Nevertheless, it is the statutory task of the Examination Committee to ascertain whether the quality of assessment is actually assured, and it has the statutory power to issue guidelines and instructions that examiners must comply with when testing students. For this reason, the Examination Committee shall make every effort, within the bounds of its statutory powers, to provide lecturers with support in their work if possible, and to hold them to account when they do not act within the relevant frameworks. To this end, the Examination Committee shall assess the Departmental Assessment Policy in terms of its feasibility and effectiveness, and suggest relevant amendments where necessary. The Committee shall also advise the Department Board / program management concerning options for the further professionalization of lecturers/examiners.

The chair of the Examination Committee for Master’s Programs shall sit on the Advisory Committee for Master’s Examinations (AEM). The AEM shall carry out its duties in accordance with the TU/e Graduate School Regulations.

The statutory powers of the Examination Committee for a degree program apply in any case to all study components that are part of the curriculum of the student’s degree program.

1 General provisions

Art. 1.1 Definitions
In these regulations, the following terms shall be understood to mean:

WHW: de Wet op het hoger onderwijs en wetenschappelijkonderzoek (the Dutch Higher Education and Scientific Research Act)
OER: The Program and Examination Regulations of the degree program
ESA: Education and Student Affairs of the TU/e
response time: a period of four weeks within which the Examination Committee must reach a decision after receiving a request, unless the request is received after the June meeting. Requests received after the June meeting will be dealt with in
the August meeting.
examination: see the definition in the OER for Master’s programs
See the Program and Examination Regulations of the individual programs for further definitions.
Other terms used in these regulations shall have the meaning ascribed to them in the WHW.
Art. 1.2 Composition of the Examination Committee

1. The Departmental Board shall appoint the following Examination Committees:
   a combined examination committee for the Master’s programs on Automotive Technology, on Sustainable Energy Technology and on Systems and Control.\(^1\)
   The distribution of the members is such, that for each of the master’s programs, at least two members of the examination committee are relevant experts.

2. **The composition of the Examination Committees is such that the required independence and expertise are guaranteed.**
   The examination committee will be composed of seven members. One member is chair, another member is deputy chair. Six members of the committee are faculty members of one of the departments involved in the programs.\(^2\) They contribute substantially to at least one of the master’s programs AT, S&C or SET. At least one of the members of the committee is a faculty member of the department of Mechanical Engineering. One of the members is an external member, who does not have teaching duties in the degree programs for which the Examination Committee is responsible and is not employed by one of the involved departments.

3. Details about composition, appointment and tasks of the examination committee are established in the “faculteitsreglement” of the department of Mechanical Engineering and the “gemeenschappelijke regeling” for each master’s program.

4. The Examination Committee is supported by an official secretary.

Art. 1.3 Tasks and powers of the Examination Committee

1. The Examination Committee has the following statutory tasks/powers:

   A To appoint examiners (Article 7.12c of the WHW) based on the profile for examiners (see Annex 1).

   B To safeguard the quality of the examinations and final examinations (Article 7.12b, under a, of the WHW).

   C To establish procedures and instructions within the framework of the OER for assessing and determining the results of examinations (Article 7.12b, under b, of the WHW).

\(^1\) Sometimes the masters’ programs’ names are abbreviated to AT (Automotive Technology), SET (Sustainable Energy Technology) and S&C (Systems and Control)

\(^2\) Electrical engineering, Chemical Engineering, Industrial Design, Mathematics and Computer Science, Industrial Engineering and Innovation Sciences, Applied Physics, Built Environment, Mechanical Engineering
To grant permission to take an optional degree program (Article 7.12b, paragraph 1, under c, of the WHW).

To grant an exemption from taking one or more examinations (Article 7.12b, paragraph 1, under d, of the WHW).

To safeguard the quality of the organization and the procedure relating to examinations and final examinations (Article 7.12b, paragraph 1, under e, of the WHW).

To investigate cases of suspected fraud/cheating and, if the student concerned is guilty, to determine the sanction (Article 7.12b, paragraph 2, of the WHW).

Empty.

To issue degree certificates to which is added the diploma supplement as proof that the final examination was completed successfully (Article 7.11 of the WHW).

To delay the awarding of the degree certificate if the student has requested this with good reason (Article 7.11, paragraph 3, WHW in conjunction with Article 5.1, paragraph 5, OER Ma).

To request information from examiners regarding the policy they have followed (Article 7.12c of the WHW).

To compile an annual report (Article 7.12b, paragraph 5, of the WHW).

To assess electives (Article 7.3d of the WHW).

Empty.

2. General

a To grant permission to include electives in the curriculum (Article 3.6, OER Ma).

b To give advice on the (Departmental) Assessment Policy.
c  To give advice on curriculum content.

d  To give advice on the draft model OER.

e  To declare an examination invalid if there are serious irregularities (Article 4.5, paragraph 8, OER Ma).

f  To advise the examiner in particular cases in connection with the correction of an already announced final grade in cases where this has consequences for attaining the academic degree or for the binding recommendation on the continuation of studies (Article 4.6, paragraph 8, OER Ma).

g  To determine a designation (Article and 5.4, OER Ma).

h  To issue statements regarding study components passed (Article 7.11, paragraph 5, of the WHW).

i  To change the form of examination in exceptional cases (Article 4.1, paragraph 7, OER Ma).

j  To change the public nature of oral examination in exceptional cases (Article 4.2, paragraph 4, OER Ma).

k  To advise on admission to doctoral studies without a Master’s degree (Article 3, paragraph 3 of the PhD Regulations and the relevant explanatory notes).

l  To consult with other Examination Committees and the Departmental Board.

m  To grant permission for students to take and sit examinations in extra study components (Article 7.34, paragraph 1, sub b, of the WHW).

n  To exercise other powers as specified in the OER.

**With regard to Master’s programs:**

a  To assess whether non-disciplinary study components can be included in a Master’s program (see Annex 3).

b  To grant approval for the choice of electives within the Master’s program (Article 3.6, OER Ma).
c To make a study progress decision for pre-Master’s students (Annex 2, OER Ma).

d To approve the composition of the evaluation committee for final projects (Art. 4.6, Regulations for the Examination Committee).

e To approve the content of the international experience of a minimum of 15 credits (Annex 1, under j).

f To approve proposals for the Master’s graduation project (Article 4.6 and Annex 8b of the Regulations for the Examination Committee).

Art. 1.4 Examiners

1. An (external) examiner is an official who is responsible for an individual study component of one or more degree programs at TU/e and is appointed by the Examination Committee of the responsible department/degree program to assess students by organizing examinations for the study component and determining the results.

2. The appointments referred to in the previous paragraph are made each academic year for each study component, and are entered in a register of examiners that is kept by the secretary.

3. The examiners shall provide the Examination Committee with information if requested.

4. The Examination Committee of the degree program taken by the student is authorized to take decisions regarding students of that degree program. This means that an examiner of a study component that is provided by a different degree program must follow the directions of the Examination Committee of the degree program that the student is taking.

5. An examiner decides which resources may be used during the exam for the study component for which the examiner is responsible and must record this on the front cover of the exam, in accordance with Annex 3 and the applicable Central Examinations Regulations, unless the Examination Committee of the responsible degree program has decided that certain resources are excluded from use.

6. The quality of examiners is assured by monitoring and giving feedback on the quality of tests and assessments. The annual reports of the Examination Committees include an account of activities relating to the expertise of examiners.
Art. 1.5 Working method of the Examination Committee

The Examination Committee meets at least once a month, except in the month of July, preferably in the last week of the month. The dates on which the Examination Committee meets, the deadline for examination registration and the deadline for submitting requests for a meeting shall be published on the departmental website. During the meeting the Examination Committee shall deal with all complete requests that were submitted before the given deadline. Requests submitted after the deadline shall be dealt with in the next examination committee meeting.

The Examination Committee may mandate certain tasks.

The Examination Committee has the following subcommittee:

An assessment committee. The assessment committee advises the examination committee on matters that concern the safeguarding of the quality of examinations. The committee consists of at least three members, who are an expert in a field of the master’s programs. External advisors can be added. The committee meets at least twice each year, and reports their findings to the examination committee and the educational director.

The meetings are not public.

Reports shall be made of the meetings. These reports are not public.

The Examination Committee decides by a simple majority of votes. In case of a tie, the chair’s vote shall be decisive.

The Examination Committee shall reach a decision within the response time, but can delay the decision by a reasonable period of time, having informed the student.

The Examination Committee reports its decisions immediately and in writing (or by e-mail) to the student administration of the program concerned and to the student and, if necessary, the lecturer concerned.

If a student submits a request or a complaint to an Examination Committee involving an examiner who is a member of that
Examination Committee, then the examiner in question shall take no part in the deliberations on the request or complaint.

11 When stipulated by the OER, the Examination Committee shall consult with the academic advisor, the Central Committee on Personal Circumstances or the Advisory Committee on Master’s Programs Examinations (AEM).

2 Additional rules

Art. 2.1 Safeguarding the quality of examinations and final examinations

The Examination Committee shall safeguard the quality of examinations and final examinations. It must perform this task in a proactive and reactive manner, such that it can form an independent opinion of the quality of examinations and final examinations in terms of reliability, validity, transparency and feasibility. This Article sets out how the Examination Committee checks, and thereby assures, that tests are compiled and set in accordance with the Departmental Assessment Policy. Examiners are assumed to have the relevant expertise.

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3 See the applicable TU/e Assessment Framework.
1. The Examination Committee checks or orders checks, by means of random sampling, whether an assessment plan is in place for each study component, and whether the plan has been published for students;

2. Tests are graded according to a procedure in which differences between assessors are kept to a minimum;
3. Assessors adhere strictly to the response model;
4. A second examiner or a subject specialist was present during a final oral test;
5. Master’s theses were checked for plagiarism with plagiarism-detection software
6. Submitted work contains plagiarism, and, if this turns out not to be the case, the Examination Committee can use plagiarism detection programs.

Study component evaluations are carried out by the department. The Examination Committee is informed about this and takes action when necessary. This regular form of evaluation shall be supplemented by further investigation based on random samples and possibly in response to other information (e.g. specific complaints). If necessary, the Examination Committee will request the Program Director to take appropriate action. Activities shall be reported in the annual report.

The Examination Committee discusses the results of examinations, in part within the framework of the applicable assessment policy. When appropriate, the Committee shall perform further investigation and request the Program Director to take corrective measures where necessary.

The Examination Committee shall in any case investigate all study components with pass rates below 60% and above 90%.

The Examination Committee can investigate the pass rates of interim tests and final tests.

Students have the right to inspect the examination in question.

If necessary, the Examination Committee discusses the outcomes of random sampling and other investigations with the Program Director, the Departmental Board and/or the examiner.

Empty.

The Examination Committee assesses the graduation proposals submitted. A graduation proposal can be approved or rejected: rejection of a graduation proposal must be accompanied with arguments from the Examination Committee. In the case of rejection an altered proposal must be put before the Examination Committee.
Biannually, the Examination Committee shall check, by means of random sampling, the quality of the final assessment of Master’s graduation reports.

Empty.

**Art. 2.2** Safeguarding the quality of organization and procedures relating to examinations and final examinations

1 The Examination Committee shall safeguard the quality of organization and procedures relating to examinations and final examinations in a proactive and reactive manner, so that it can form an independent opinion of the quality of the organization and procedures. This article sets out how the Examination Committee checks this and ensures that the organization and procedures relating to examinations and final examinations meet the quality requirements.

2 The Examination Committee checks the quality of the organization and procedures surrounding examinations and the final examination by means of:
   - the evaluations of examination procedures that are compiled by proctors after every examination period and made available to the Committee, which takes appropriate action where necessary;
   - teachers’ evaluations of the proctors and examination procedures.

**Art. 2.3** Rules relating to the flexible degree program
The Examination Committee shall process individual requests for study programs that deviate from regular programs. In this, the committee shall consider in its decision the coherence, quality of content and manageability of the proposed study program of the individual student.

The tailored Master’s program must comprise a total of 120 credits.

The Examination Committee shall only approve a flexible degree program if the content is essentially in agreement with the learning objectives of the regular curriculum.

Procedural regulations are set down in the OER.

**Art. 2.4** Rules relating to granting exemptions
A student who completed components of an academic degree program at an earlier date may be eligible for an exemption (EX) if the Examination Committee has determined that a student component does not need to be completed due to the stipulation in paragraph 4. This means that the credits are allocated but no grade is awarded (in accordance with Article 3.10, paragraph 1, of the model OER for Master’s degree programs.)

2. The study component for which an exemption has been granted, as referred to in the previous paragraph, shall not be replaced by another study component and shall not be considered for the awarding of a classification, as referred to in Article 5.4 of the model OER of Master’s degree programs.

3. Exemptions shall not be awarded to internal transfer students or intra-university transfer students to another TU/e degree program. In such cases the study components successfully completed are transferred retaining the grade and examination date (see Article 3.10, paragraph 6, of the model OER for Master’s degree programs).

4. The consequence of being awarded an exemption is that the TU/e study component does not need to be taken.

5. A student who requests an exemption through the Examination Committee must submit the following documents:
   - which study component the exemption applies to
   - where the study component was successfully completed elsewhere, including the content, learning outcomes, the study load (in credits) and the level of the study component
   - an official proof that the study component was completed successfully

At the request of the Examination Committee
   - the student shall provide a detailed comparison between study component taken elsewhere and that of the TU/e
   - the student shall deliver the course material of the study component completed elsewhere, such as books, syllabus, etc.

The Examination Committee shall ask for the advice of the teacher responsible for the study component for which an exemption is being requested.

Art. 2.4 a Further agreements in connection with the awarding of an exemption
1. Exemptions shall in principle only be awarded for compulsory components of the program of examinations.
2. Awarding of exemptions for elective courses is at the discretion of the Examination Committee.
3. The Examination Committee shall not consider requests for exemptions for final projects of the Master’s degree program.

4. An exemption can only be awarded for a study component if based upon (a) study component(s) that consist(s) of at least (the equivalent of) the number of credits of the study component it replaces.

5. The maximum of exemptions awarded is 60 credits.

6. If a study component was taken and successfully completed at another university institution, which is or is not part of the curriculum, it is mentioned as a separate study component on the transcript.

7. A study component that was successfully completed at another university institution and was recorded as an elective in the curriculum, is marked as ‘complete’ instead of EX.

Art. 2.5 Elective study components

A student who wishes to alter his/her electives (in connection with an exchange for example) must provide the Examination Committee with an overview of the intended complete elective space, the number of credits that the (foreign) study components are worth (including a conversion to European credits), and a motivation why he/she wishes to take these subjects and why there is no overlap with other subjects in the study program of the student. The coherence, the quality of the subject content and the manageability of the proposed education program of the individual student is weighed in the decision making.

Art. 2.6 Empty.

Art. 2.7 Regulations in connection with granting a quarantined exam

1 If two exams are taken at the same time, students can appeal for a so-called ‘quarantine procedure’, in which a situation is created so that students can take exams consecutively in isolation.

2 In principle students have no right to make use of this procedure, but the Examination Committee can allow students to be eligible in exceptional individual cases.

3 In the decision making the Examination Committee shall consider whether earlier opportunities to take the exam were used in the same academic year and whether there are no other opportunities to take the study components later in that same
academic year. See Annex 4.

**Art. 2.8 Regulations in connection with permission to take Master’s study components during the Pre-Master’s Program**

The examination committee for the MSc- Automotive Technology, Sustainable Energy Technology and Systems & Control authorizes the examination committee of the Bachelor’s Program for Mechanical Engineering for all cases with respect to OER, articles 2.2 and 4.3.2 concerning the Pre-MSc programs and the students in those programs.

Students can request the Examination Committee to add a maximum of 15 credits of Master’s study components to the regular pre-Master’s program.

This is only allowed if a student cannot complete the pre-Master’s program within six months of its commencement and therefore is at a demonstrable disadvantage due to scheduling, in which the additional requirement holds that a student must have completed a minimum of 15 credits of the pre-Master’s program at the time of the request.

As for the master’s courses approved of under OER article 2.2 and 4.3.2, and their approval as part of the master’s program, appendix 2, article 2.5 of the OER applies.

**Art. 2.9 Regulations in connection with taking an exam outside of the TU/e**

1. At the request of a student, the Examination Committee can permit that an exam taken for a second or further times (a so-called resit) that coincides with an international experience as part of the degree program may be taken abroad. See Annex 5 for further regulations and the procedure.

2. In exceptional cases the Examination Committee may derogate from the condition stated in paragraph 1.

**Art. 3 Fraud and measures to prevent fraud**

Students of the TU/e are expected to conduct themselves in accordance with the values and standards of academic practice, as set out in documents including the TU/e Code of Conduct for Academic Practice and the TU/e Education Fraud Policy. Obviously this means that students must not, for example, commit any form of fraud, including data falsification/fabrication, plagiarism and deliberate attempts to influence the result of an examination.
Fraud

1 Fraud in tests and in applications for exemptions and examinations comprises any action or failure to act on the part of a student that makes it partially or completely impossible for the examiner to form an accurate opinion of his or her knowledge, understanding and skills, and/or deliberate attempts on the part of a student to influence any part of the examination process for the purpose of influencing the results of the examination.

2 The following are examples of fraud:

2a Identity fraud, for example:
- when a student offers his/her work to others with the aim, knowledge or expectation that this work be submitted it as their own work;
- when a student (also) uses another person’s digital identity to participate (for example by using someone else’s clicker or login data) or collaborates in this;
- using another person’s proof of identity;
- when a student lends his/her proof of identity to someone else;

2b Uses (or has access to) unauthorized resources and/or aids during an examination, such as the internet, a mobile telephone or any other type of media-carrying device.
During written or oral examinations, the following actions will in any case be deemed to constitute fraud or attempted fraud:
- having a mobile telephone or any other type of media-carrying device on your desk or on your person;
- using, or attempting to use, unauthorized resources and aids, such as the internet, a mobile telephone, a smart watch, or smart glasses, etc.;
- having any paper at hand other than that provided by TU/e for the test, unless otherwise indicated;
- visiting the toilet (leaving the exam room) without permission or supervision;
- copying (in any form).
- To gain unauthorized access (outside of time and location, etc.) to or to steal (parts of) a digital exam or exams by for example hacking digital test platforms and test networks and stealing test security USB memory sticks.
2c fraud in research projects, graduation reports and project reports, in any case:
- identity fraud;
- falsification/fabrication of research data.

2d Plagiarism is a specific type of fraud. In these Regulations, plagiarism is taken to mean:
- using or copying another person’s texts, data or ideas without providing a full and correct source reference, such as the copying of work of other students or passing it off as your own, or handing in work that was acquired from a commercial institution or work that was written or produced by someone else whether or not for payment.
- the failure to indicate clearly in a text, for example by means of quotation marks or a specific format, that other works are quoted literally or almost literally, even if a correct source reference is provided;
- paraphrasing another person’s text without providing a proper source reference;
- copying other persons’ media files (or parts thereof) or other sources, software source codes, models and other diagrams, and passing them off, without source references, as one’s own work;
- submitting text that has been submitted before (or text that is similar to it) for assignments in.

Depending on the actual circumstances of the case, other conduct may be regarded as plagiarism.

2e If a student in the capacity of a student assistant facilitates or is complicit to the fact that the correct assessing of knowledge, insight and skills of a student is made partly or completely impossible for the examiner and/or the deliberate influencing of (parts of) the exam process aimed at altering the outcome of the exam.

2f When ascertaining whether serious fraud has been committed, the following aspects should be presented to the Examination Committee for evaluation:
   i. the frequency of the fraud: repeated fraud,
   ii. and/or the fraud was deliberate,
   iii. and/or a form of identity fraud was involved,
   iv. and/or fabricated or falsified research data were entered in a research project, project report, or Master’s thesis,
   v. and/or the fraud was ‘complete’ plagiarism,
   vi. and/or repeated offenses involving:
      * fraud committed by entering fabricated or falsified research data in a research project, project report, or Master’s thesis,
      * fraud during inspection,
      * identity fraud,
      * complete plagiarism.
Art. 3.2  **Complicity**

1. In cases of fraud, sanctions may be imposed not only on the perpetrator but also on others who are complicit in the fraud.

2. A student is in any case complicit if said student acting as a student assistant facilitates the committing of fraud, as referred to in Article 3.1 of these regulations.

2. Students shall in any case further be deemed complicit if they permit other students to copy their work, and/or cooperate in this.

3. If a joint author of a paper commits plagiarism, the other authors shall be deemed complicit if it can be reasonably assumed that they should or could have been aware of the plagiarism.

Art. 3.3  **Plagiarism detection**

The Examination Committee is authorized to check submitted work for plagiarism, and may use detection programs for that purpose. When plagiarism is confirmed, the Examination Committee can decide to check whether work previously submitted by the student contains plagiarism and, if this is the case, it can impose sanctions for previous plagiarism.

Art. 3.4  **Powers of the Examination Committee/Executive Board**

1. The Examination Committee of the program in which the student is enrolled may deny the student the right to take one or more examinations or final examinations during a period to be set by the Examination Committee, lasting for a maximum of one year. The Examination Committee can proceed with such action if it suspects that fraud has occurred.

2. In the event of serious fraud, the Examination Committee of the degree program in which the student is enrolled can request the Executive Board to terminate the student’s enrollment. The Executive Board can, on the basis of a proposal by the Examination Committee, definitively terminate the student’s enrollment.

3. If after awarding a diploma it becomes clear there is evidence of fraud on the part of the graduate, the Examination Committee is authorized to declare the diploma null and void and to possibly offer the opportunity to graduate under conditions stipulated by the Examination Committee.
Art. 3.5 Procedure

1 In the event that an examiner or proctor discovers or suspects fraud, either before, during or immediately after the examination, the examiner or proctor shall record this in writing and establish a file as soon as possible. If requested by the examiner or proctor, the student in question must present any evidence required. Refusal to do so has to be mentioned in the report. In any incidence of fraud, a completed examination will not be assessed/graded until the Examination Committee has made a judgment.

2 The student in question shall be given the opportunity to add written comments to the written report of the examiner/proctor.

3 The examiner will send the report to the Examination Committee of the program in which the student is enrolled and, where applicable, to the Examination Committee of the program to which the study component for which the examination in question was administered belongs, as soon as possible, together with the student’s written comments, if provided.

4 The Examination Committee shall carry out a fact-finding study if necessary, such as for example hearing teachers, students and proctors.

5 It will then be up to the Examination Committee of the program in which the student is enrolled to take any measures it considers appropriate in the case in question. In reaching a decision, the Examination Committee shall take account of the protocol for supra-departmental fraud (see Annex 6 of these Regulations).

6 The Examination Committee for the program in which the student is enrolled can then exercise its powers in accordance with Article 3.4 of these Regulations.

7 Before taking a decision based on paragraph 5, the Examination Committee shall give the student in question an opportunity to be heard.

8 For the implementation of this current Article, examinations also include practical exercises that are concluded with an examination.

Examinations and final examination: Guidelines and instructions
**Art. 4.1 Questions and assignments**
The purpose of examinations and final examinations is to evaluate the student’s knowledge of and skills in the relevant study component area. Questions in examinations and final examinations are formulated in accordance with the usual quality requirements relating to clarity and unequivocality.

1 Guidelines and instructions for content:

1a Empty.

1b The questions and assignments of the examination shall not exceed the bounds of the learning objectives of the study component in question, as announced in advance, and shall cover the learning objectives of the study component in question.

1c The duration of the examination shall be sufficient to enable the student to answer, within a reasonable time, the questions and assignments formulated. For an oral examination, sufficient time must be taken to reach a proper assessment of the knowledge and ability of the student.

1d The questions and assignments shall be clear and unequivocal, and formulated in such a way that the student is able to ascertain how extensive the answers should be.

1e The difficulty of a final test/an examination will be maintained at a comparable level each time.

2 Procedural guidelines and instructions:

2a The exact content of the material to be studied for the examination/final test and the aids the student may use during the examination will be made known no later than one month before the examination is to take place.

2b The student may keep the questions and assignments at the end of the examination, unless the examiner objects to this and gives reasons. For an oral examination, a prior agreement must be made about whether written feedback shall be provided.

2c Each final test/examination shall be compiled by at least two lecturers.

2d Empty.
2e A response model shall be available for each final test/examination.

2f The final result of a final test/an examination shall have a pre-set cut-off score, which may not be adjusted unless analysis suggests that such an adjustment is necessary.

3 Guidelines and instructions for checking
The Examination Committee may request that a final test/an examination be reviewed in advance by a testing expert.

Art. 4.2 Compensation and/or bonus arrangement
These programs have no compensation or bonus arrangements.

Art. 4.3 Empty.

Art 4.4 Traineeship regulations
For traineeships traineeship regulations apply that are set down in Annex 8b. A result form has been determined by the Examination Committee for the grading of the traineeship that must be completed by the traineeship supervisor (see Annex 7b).

Art. 4.4a Graduation regulations
The departmental graduation regulations set out in Annex 8b apply to completion of the final project for the program. For the assessment of the final work, the thesis supervisor must fill in the form provided in Annex 8, which was adopted by the Examination Committee.

Art 4.5 Empty.

Art. 4.6 Graduation regulations
1. For the completion of the graduation project of the Master’s degree program, the departmental graduation regulations set out in Annex 8b apply.

Art. 4.7 Final examination
The student must register for an examination meeting through the information system used by the TU/e before the closing date as indicated on the departmental website ([http://studiegids.tue.nl](http://studiegids.tue.nl)). All examination components must be present at least three days prior to the examination meeting if the student wishes to attain his/her degree on the date of examination.
Art. 5  
Empty.

Art. 6  
Rules regarding joint degrees for Master’s degree programs for the student intake as of September 1, 2017

1  
Internal certification occurs if the student tries to obtain the corresponding diplomas of several Master’s degree programs of the TU/e by attaining a maximum of 75 extra credits.

2  
To be eligible for an internal joint degree, the student must attain a total of at least 45 credits of study components plus a graduation project/final project on top of the regular study load of a degree program. To attain two Master’s degrees with corresponding diplomas in the framework of an internal joint degree, the student must have a total study load of at least 165 credits and at most 195 credits.

3  
To attain more than two Master’s degrees with corresponding diplomas (triple joint degree), the study load must be further extended by between 30 and 60 credits of study components plus 15 credits for the graduation project/final project per additional Master’s degree program.

4  
By derogation from paragraph 2, pairs of degree programs may reduce the 45 additional credits resulting in a total study load of 165 credits to 30 additional credits resulting in a total study load of 150 credits. This must be initiated by the graduate program directors involved and must be determined and published with respect to joint degrees. The graduate program directors can take this decision to lower the credit requirement where approval must be given by the Program Committees and Examination Committees involved. This derogation shall in any case apply to the joint degree with the education Master’s program Science Education and Communication.

5  
If there is one graduation project or final project, the core elements of both the degree programs involved must be clearly recognizable. This is tested by each of the Examination Committees involved for the corresponding degree program.

6  
The student composes a package of study components with a total study load described in paragraph 2 and if applicable a joint graduation project or final project as referred to in paragraph 5 and submits this before the beginning of the second year of enrolment to the degree programs involved and corresponding Examination Committees.

7  
These rules to not apply to tracks, major, etc. within one degree program. The application procedure is included in Annex 9.
Final provisions

Art. 7.1

Appeals to the CBE
No later than six weeks after the decision has been made known to him or her, a student may lodge an appeal against a decision made by the Examination Committee or the examiners, based on these Regulations of the Examination Committee, with the Examination Appeals Board (CBE) as referred to in Article 7.60 of the WHW. The written appeal should be submitted to the relevant department via the following link: https://educationguide.tue.nl/organization/official-rules-and-regulations/complaints-and-disputes/
Art. 7.2 Complaint against an examiner

1 A student may submit a complaint against an examiner to the Examination Appeals Board via the website referred to in the previous article.

2 Complaints will not be taken into consideration if the same complaint has previously been submitted and processed, or if an objection or appeal procedure was in place.

3 General complaints about teaching or about the way in which policy or teaching are implemented will not be considered. If the complaint is part of a criminal process, the complaint will not be taken into consideration either.

4 If the interests of the complainant or the severity of the complaint are patently lacking, then the complaint does not have to be taken into consideration.

Art. 7.3 Amendments to the regulations

Amendments to these Regulations for the Examination Committee can only come into force in the current academic year if this does not, within reason, have a negative effect on the interests of the students.

Art. 7.4 Annual report

The Examination Committee shall compile a report of its activities each year and submit it to the Departmental Board and the Central Committee for Quality Care in Education (CCKO) in the established format. The CCKO shall issue a report to the Executive Board, based on the annual reports.

1 Empty.

2 Empty.

Art. 7.5 Effective date

These Regulations for the Examination Committee replace all previous versions and will come into effect on 01-09-2018. Adopted by the Examination Committee for master’s programs of Automotive Technology, Sustainable Energy Technology and Systems and Control on 30-8-2018.
Annex 1 to Article 1.3, paragraph a, of the Regulations of the Examination Committee 2018-2019

TU/e Examiner Profile

Legal framework

Article 7.12c of the Dutch Higher Education and Scientific Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW) reads as follows:
1. The Examination Committee shall appoint examiners who are responsible for organizing examinations and determining the results.
2. The examiners shall provide the Examination Committee with information upon request.

Definition of an examiner at the TU/e

An examiner is an official who is responsible for an individual study component at the TU/e and has been appointed by the Examination Committee to assess students by organizing examinations on the study component and to determine their result.

Knowledge, skills and personal qualities

The examiner has knowledge of:
- an academic level of working and thinking;
- content knowledge of the study components he/she teachers and tests, as well as the required didactical skills.
- knowledge of the educational vision, level and overall content of the program the subject belongs to.
- the role of his/her study component within the curriculum and the contribution of the study component to the outcomes of the program;
- appropriate assessment methods (to be specified in the Examination Regulations by the Examination Committee, for example by means of a basic university teaching qualification (BKO) or module on testing DPO/Teach)
- the OER, the Examination Regulations and the (departmental) assessment policy, particularly with respect to any implications based on these documents that are relevant for him/her.

The examiner can:
- assess whether an examination (or other assessment tools) is representative for the study program and suitable for the
- subject regarding content and complexity.
- plan, prepare and organize oral and written exams (or other forms of assessment).
- assess student performance through examinations (or other appropriate assessment tools).
- optimize the assessment situation so that students perform optimally.
- justify the assessment outcome and report this verbally and in writing to involved parties (e.g. the Examination Committee, assessed students, commissioning bodies).
  if relevant, supervise students in connection with traineeships, graduation projects and theses, and assess their performance.
- trace (or supervise the tracing of) academic fraud and/or plagiarism.
- communicate in English in a correct manner, verbally and in writing.
- advise the Examination Committee.
- work together in a collegial manner with all involved persons while performing his/her duties as an examiner.
- adjust his/her activities based on self-reflection, feedback, criticism or changes in the educational vision.

Procedure for the appointment of examiners

- The Examination Committee maintains a public list of the examiners appointed by it for each study component.
- When this procedure enters into force, all employees who are then authorized to organize examinations shall be appointed as examiners for the study components taught by them and their names shall be added to this list of examiners.
- The Examination Committee must determine whether or not an employee meets the profile of an examiner. Arguments used to motivate this can be: holding a BKO certificate, (see 'TUe_Regulation_BKO_2011').
- The Examination Committee may deprive an employee of his/her authority to organize examinations and no longer appoint him/her as an examiner, if the employee no longer meets the profile of an examiner in the opinion of the Examination Committee.
Annex 3 to Article 1.3, paragraph 2 and 1.4, of the Regulations of the Examination Committee 2018-2019

When considering whether non-disciplinary study components can be included in a program of examinations, the Examination Committee shall take account of the following criteria:

- Language courses (Dutch and English) are permitted at C level; no more than 1 language course per student.
- University-wide projects: only students who have taken part in projects approved by the Executive Board can be awarded credits. Students who have received a committee officer grant for this purpose are not entitled to credits in addition. There is a choice between funding or credits, but not both. Participation is assessed on examination criteria in the case of students who are awarded credits.
- Other activities, such as study trips: at the discretion of the Examination Committee.
Annex 4 related to Article 2.7 of the Regulations of the Examination Committee

Form after permission for a quarantine procedure

The Examination Committee decides whether a request for the quarantine procedure will be granted. Once this has been granted, the procedure below must be followed. Departments have the option to make their own provisions without calling upon the examination coordinator.

Up to the closing date prior to the exam period, the secretary of the Examination Committee may request support from the examination coordinator for quarantine: Done by the secretary of the Examination Committee

The student is informed that no subject specialist shall be present. The student shall complete both exams after each other in a separate space.

One envelope is made that contains the following:
Two sets of assignments (one for each of the two exams).
The name and ID-number noted on the envelope
Subject codes, date, time and duration of the exams noted on the envelope
Possible arrangements such as an extension on exam duration noted on the envelope
Telephone number of subject specialists

The envelope must be delivered to the examination coordinator at least two days before the exams.

The envelopes are stored in a safe location until the day of use.

A location and proctors are arranged for all students making use of the quarantine procedure. The location is communicated to the party that requested quarantine. The proctors are given instruction concerning the procedure.

Students are informed of the location
After the exams are finished the completed work is safely stored until it can be collected. The completed work is collected.
Annex 5 to Article 2.9, of the Regulations of the Examination Committee 2018-2019

Procedure in connection with taking a resit abroad

The TU/e finds it important that her MSc students have gained an international experience period abroad. The main goal of the TU/e Graduate School is that every student graduating with a Msc degree has an international experience. This international experience can be obtained by doing a mobility period at one of the partner universities abroad, conducting an internship at a company, institute or university abroad or doing (part of a) research or graduation project outside the Netherlands.

The annual figures (1-12-2017) show that in the period 1-12 2016 and 1-12-2017, 342 of the 1310 graduates (2016-17) followed 15 EC of their MSc exam program abroad (ESA fact and figures). It is estimated (source PA&P/Inge Adriaans, international policy advisors), that about 322 of these students fulfilled this period under the responsibility of one of the partner universities of their department (either by following specific courses, or by participating in an (external) research project). This number is expected to increase in the future, in line with the increase of master students as well as in line with the GS policy.

For some students their mobility period overlaps with a resit of their exams. The number of these students is rather low, however to make sure students will not avoid going abroad for this reason, a need for regulation is felt by OGS.

Please note that the procedure proposed below is not meant for students following on-line TU/e programs abroad. However, given the developments with regard to Strategy TU/e 2030, this has to be worked out in the future. As such it is advisable to study whether on-line proctoring can be implemented as an alternative way to secure the circumstances (see: https://www.surf.nl/binaries/content/assets/surf/nl/kennisbank/2016/whitepaper-online-proctoring_webversie.pdf). A facility like that will also allow taking digital exams abroad. As such it is recommended to learn from the experiences with online-proctoring in the Bachelor selection procedure.

The procedure presented below is based on a procedure that is already used for several students by the exam committee Built Environment. It has been slightly adapted based upon the discussion in the joint meeting of the chairs of the examination committees (AEB/AEM, 10-16-2017). The procedure is intended to be implemented in the model examination regulations of the TU/e 2018-2019.
The procedure is based on the following underlying principles:

- The resulting procedure is meant for exceptional cases: in order to benefit optimally, students’ main focus should be on the tasks and duties related to their mobility period. Therefore, the number of resits while being abroad is limited to a maximum of one. Moreover, the procedure is only meant for resits, not for first exams.

- A resit abroad should be taken under secured circumstances that guarantee a fraud-proof environment. As such taking a resit abroad is only possible for students who fulfill their mobility period at one of the partner universities of their department. The international officers of each department coordinate these partnerships, and have a list of contact persons (see for instance the overview of [ID partners](#)).

- Only paper-and-pencil tests: so-called notebook exams are excluded until we can guarantee secure--digital-test-taking. On the longer term it is advisable to study whether on-line proctoring can be implemented as an alternative way to secure the circumstances (see: [https://www.surf.nl/binaries/content/assets/surf/nl/kennisbank/2016/whitepaper-online-proctoring_webversie.pdf](https://www.surf.nl/binaries/content/assets/surf/nl/kennisbank/2016/whitepaper-online-proctoring_webversie.pdf)). A facility like that will also allow taking digital exams abroad.

- The procedure to be followed has the approval of the examination committee, (and is laid down in the exam regulations). It is set up in such a way that once agreed with the procedure, the secretary of the examination committee can handle the request of the student directly.

- The procedure captures the constraints that need to be fulfilled in order to be allowed to do a resit abroad. However the examination committee is entitled to redraw approval afterwards in individual cases, for instance if conditions are not fulfilled to satisfaction of the examination committee. Moreover the exam committee will make random checks to see if the procedure is applied satisfactionary.

- The procedure used to facilitate taking a resit abroad should be workable for the ESA support organization.

- No extra time of teachers should be needed.

- Taking a resit abroad is an extra service: any possible extra expenses have to be paid by the students themselves.
Procedure for taking a resit abroad:

In exceptional cases it is possible for students to do a TU/e retake exam while they are abroad for study purposes. The retake has to be organized abroad at the time the exam is being held at the TU/e. In that case, the following procedure has to be followed:

**Who can apply?**

Students that fulfill their mobility period at one of the international partner universities of their department and want to resit a TU/e exam during that period. NB: the number of resits abroad per student is limited to one.

**What does the student have to do?**

1. It is the responsibility of the individual student to ask at their host university if:
   - the exam can be held on the same day and starts at the same time as the exam in the Netherlands (please note: local time may be different to Dutch time);
   - a room can be made available for the exam;
   - exam monitoring can be provided during the exam safeguarding
     - that the student only use the examination aids that are allowed according to the exam cover sheet
     - the student has no contact with others than the acting proctor,
     - the student does not leave the exam room in the first 15 minutes after the exam has started.

2. If these three conditions can be met, the student has to send a request by email to the secretary of the examinations committee. The secretary must receive the email at least fifteen working days before the start of the exam period (please note that this is five days before the ultimate date of registration). The student must register for the exam in the usual way (see Art 4.1 OER).

This email must include:
- name and student number;
- exam name and course code;
- date and time when the exam will be held in the Netherlands;
- full name and email address of the contact at the foreign university who will organize the exam;
- local time of the foreign university.
**What does the secretary EC have to do?**

After receiving the email, the secretary

1. checks whether the request fulfills the necessary boundary conditions:
   - Necessary information completed
   - Check in Osiris whether the student is allowed to apply, i.e. verifies that it is a retake

2. Agrees with the responsible teacher that they can expect a request from the departmental international officer to submit an email version of the exam to the contact of the foreign university (1 to 2 hours before the start of the exam).

3. Informs the departmental international officer about the request and ask the international officer to contact the foreign university in order to verify whether the exam can take place under secure circumstances.

**What does the departmental international officer have to do?**

After receiving the email of the secretary:

1. Contact the foreign university in order to verify whether the exam can take place under secure circumstances. They shall agree on the following:
   - general exam instructions, such as toilet visits, use of telephone, exam monitoring, etc.;
   - the time when the exam will be emailed to the university abroad (1 to 2 hours before the start of the exam)
   - the condition that it has to be monitored that the student has no contact with others than the invigilator until 15 minutes after the exam in the Netherlands has started.
   - the time when and the way in which the completed exam must be returned by the foreign contact.

2. If approved, asks the teacher to email the exam to the foreign contact at the agreed time.

3. Inform the secretary of the exam committee as well as the student about the outcome of the verification.

**What does the teacher have to do?**

1. Email the exam, including the filled in cover sheet, to the foreign contact at the agreed time.

2. Mention a phone number of the subject specialist that can be conducted.

**Returning completed exam scripts**

The contact at the foreign university will ensure:

- that the scanned exam scripts are emailed to the teacher within 24 hours;
- that the exam is taken according to the agreed procedures.
Annex 6 to Article 3.5, paragraph 5, of the Regulations of the Examination Committee 2018-2019

Protocol for cases of fraud relating to study components that transcend individual study programs.

Due to the introduction of the Graduate School, there are several study components that transcend individual study programs. When students from different Master’s programs commit fraud in these study components, the matter is dealt with by several Examination Committees.

The protocol applies if students from different degree programs are suspected of cheating in one and the same study component.

Protocol:

1. Fraud is suspected.

2. The examiner or, in the event of a written examination, the proctor, writes a clear and concise report of the established fraud/cheating.

3. The examiner ensures that any reports of cheating are handed to the Examination Committee of the program that organized the examination.

4. Chaired by the Examination Committee of the organizing program, an ad-hoc committee will be formed, consisting, in principle, of one member of each Examination Committee involved.

5. This ad-hoc committee shall coordinate the fraud case and (if necessary) organize a hearing to hear all the students concerned. In principle, at least one member of each of the Examination Committees involved must attend the hearing. In the event that more than 10 students have committed fraud during the same study component, a hearing will only be held if a student requests it.

6. Following the hearing, the ad-hoc committee shall, in mutual consultation, reach a recommendation on the sanction to be imposed (where applicable) and shall inform the relevant Examination Committees accordingly.

7. In principle, the Examination Committees involved adopt the recommendation on the sanction to be imposed. If this is not
the case, the ad-hoc committee and the Advisory Committee on Master's program examinations (AEM) must be informed, stating the reasons for not adopting the recommendation.

8 The sanction shall be imposed by the Examination Committee for the program in which the student who has committed the fraud is enrolled.

9 The aim is to complete this procedure no later than four weeks after the fraud has been reported to the Examination Committee.

Annex 7b of Article 4.4 of the regulations of the Examination Committee 2018-2019

Result Form Internship MSc program MW, AT, S&C, SET

<table>
<thead>
<tr>
<th>Name student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
</tr>
<tr>
<td>MSc Program</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td><strong>Course code</strong></td>
</tr>
<tr>
<td>Assessment date</td>
</tr>
<tr>
<td><strong>TU/e supervisor</strong></td>
</tr>
<tr>
<td>Research group</td>
</tr>
<tr>
<td>External supervisor</td>
</tr>
<tr>
<td>Company/Institute</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td><strong>Report title</strong></td>
</tr>
</tbody>
</table>

**Marks** (Final mark on a scale of 0 to 10, expressed in half numbers\(^5\))

\(^4\) See the table under ‘Explanation’

\(^5\) The student passes the internship if the grade is 6.0 or higher.
Table:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Weighing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approach and execution of the internship</td>
<td>50%</td>
</tr>
<tr>
<td>2. Quality of the report</td>
<td>30%</td>
</tr>
<tr>
<td>3. Quality of the presentation</td>
<td>20%</td>
</tr>
</tbody>
</table>

Final mark: ______

TU/e Supervisor: ...........................................

Date: ...........................................

Explanation

Context of the form
This form is part of the procedure: Assessment Internships MSc MW, AT, S&C, SET. This procedure consists of three steps:

1. Assessment by the external supervisor
2. Assessment by the TU/e supervisor
3. Grading by the TU/e supervisor

The results of step 1 and 2 are input for step 3.

Purpose of the form
The form facilitates the third step.

How to use the form
The TU/e supervisor comes to a verdict by taking into account:

- the assessment of the external supervisor of the approach and execution of the internship and
- his/her own assessment of the report and the presentation.

The TU/e supervisor is the only person who is authorized to grade the internship. Therefore he/she has to treat the assessment by the external supervisor as feedback that may be overruled by the TU/e supervisor.
The supervisor delivers this form to CSA Mechanical Engineering.

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>MW</th>
<th>AT</th>
<th>SET</th>
<th>S&amp;C</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE</td>
<td></td>
<td>SAT55</td>
<td>5SE55</td>
<td>5SC55</td>
<td></td>
</tr>
<tr>
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<td>0SE21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W&amp;I</td>
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<td></td>
<td></td>
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<tr>
<td>TN</td>
<td></td>
<td></td>
<td>3SE15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td>7SE15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ST</td>
<td></td>
<td></td>
<td>6SE31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
<td></td>
<td>DZ502</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[^6]: To be determined by the CSA Mechanical Engineering
Annex 8b of Article 1.3, 4.4 and 4.6 of the regulations of the Examination Committee 2018-2019

Graduation procedure and Internship procedure for Master’s degree programs

Article 1 Administrative requirements
1. At every stage of the master’s programs Automotive Technology, Sustainable Energy Technology and Systems and Control, students have to follow a number of administrative requirements. These administrative requirements are the execution of the regulations determined in the OER 2018-2019 art. 3.6, article 5.1.1 and 5.1.2. The administrative requirements have been listed in the program’s to do list⁷.

2. The written request for approval of the curriculum chosen by the student as mentioned in OER article 3.6.3 has to be handed in to the examination committee using the form as stated in the ‘to do list’ (to be found in the Educationguide.tue.nl) of the relevant master’s program, before the start of the internship, signed by the mentor.

⁷ http://educationguide.tue.nl “To-do list” of each masters’ program
3. To deviate from this to-do list, the student needs formal approval from the examination committee before the deviation takes place.
4. As long as students do not meet all the administrative requirements, no diploma can be awarded.
5. If students do not meet the administrative requirements before the deadlines mentioned in the to-do-lists, students cannot be guaranteed that they can graduate from the master’s programs without delay.
6. If a student or group of students is dependent on an international partner university to prove that he or she has met all the requirements, like in the case of SELECT students (see OER SET 2018-2019 App.1a), a generic exemption can be made.

Article 2  Administrative requirements for the internship and/or graduation project.
1. The entrance requirements for the internship and the graduation project are defined in the OER 2018-2019 AT, SC and SET App. 1, art. b4 and b5.
2. The submission of the internship report and the graduation report are part of these program components. Therefore, the internship and graduation project are not finished until the (final) reports have been submitted.
3. A presentation of the graduation work and a defense session with the graduation committee are part of the graduation project. The presentation must be public. The defense can be secluded.
4. The presentation and the defense session cannot be scheduled until all other components of the program have been finished and the results have been registered in OSIRIS, including handing in the final version of the graduation report, to the graduation committee members and the Education Office.

Article 3  Archiving of reports

A complete PDF-version of all reports (for internships and graduation projects), including confidential reports, is uploaded to the archive as indicated on the website.
1. The supervisor can file a “request for confidential reports”. In this case, the report is stored in a separate archive, where it is only available to the education management.
2. On request, the Education Management will disclose confidential reports to the examination committee.

Article 4  Internship
1. The internship must be executed and assessed individually. A shared assignment is an option, but each student has to write an individual report. Students can ask the exam committee for an exemption to that rule, provided that the individual contributions to the report are visible and that the size of the report must be in ratio.

2. The first page of the internship report has to state the following information:
   - title of the report
   - student’s name
   - student IDNR
   - research group and department
   - name of the master’s program (Automotive Technology, Sustainable Energy Technology or Systems and Control)
   - names of the thesis supervisor and other supervisors
   - date

**Article 5 Graduation report**

The graduation report has to be a report of the graduation project with a clear description of:

- a summary
- definition of the research problem
- methodological aspects of the research
- context of the project in literature
- obtained results
- discussion and interpretation of the results
- conclusions and recommendations
- list of literature references

The graduation report has to be written independently by the student, under the supervision of the TU/e thesis supervisor. No co-authors can be involved with the graduation report. That way the assessment of the individual work performed by the student can be secured.

The style of the report (e.g. a paper or report) is to be judged by the chair of the graduation committee, the TU/e-thesis supervisor of the student.
There are no restrictions with respect to the minimum or maximum length of the report.  
The first page of the report has to state the following information:
- title of the report
- student’s name
- student IDNR
- research group and department
- name of the master’s program (Automotive Technology, Sustainable Energy Technology or Systems and Control)
- names of the thesis supervisor and other supervisors
- date

**Article 6  Graduation committee**
The graduation committee consists of:
- at least 3 members of faculty from a Dutch or foreign university.
- one of the members needs be from a department different from the one where the student graduates, that participates in the master’s program. For Systems & Control, this may be from a different research group (instead of another department).
- The chair is a professor or associate professor of the research group of the student’s specialization.
- Additional rules have been determined in the OER, App 1 b.5

**Article 7  Assessment criteria for the graduation project**
The graduation project is assessed by means of an assessment form. The form is included as an appendix. On the form, the following aspects are graded:
1. Approach and execution of the thesis work
2. Autonomy of the student during the project
3. Analytical ability of the student
4. Inventive and creative abilities of the student
5. Report quality
6. Quality of the defense
7. Quality of the presentation

The committee members will assess these seven aspects based on the report and the process of execution of the project. However, these seven aspects can also (instead or additionally) be clarified during the graduation process. The grades for each aspect must be explained in writing on the assessment form as well. In the end, a final grade is awarded. The final grade of the graduation project is the average of the seven partial grades. The seven aspects may have a different weight. In that case, the weight of each aspect must be clarified on the assessment form. Both the partial grades and the final grade will be determined based on the graduation process, the report, the presentation and the defense.

Article 8  Internship and graduation projects abroad or in a company

Students who want to perform their internship or their graduation project abroad or in a company, have to consult with their internship- or thesis supervisor on the possibilities within the research field of their specialization. There are additional conditions for students who, after approval of their internship- or thesis supervisor, decide to do their projects in a company and/or abroad:

- During their stay outside the Eindhoven University of Technology, the contents, quality and supervision needs to be ensured by the TU/e internship- or thesis supervisor. The TU/e internship- or thesis supervisor must be actively involved
- The graduation committee (for graduation projects) or the TU/e internship supervisor (for internships) is responsible for the grading of the work.
- In order to be able to do so, information about a-the supervision on the project and b-in which way the TU/e internship- or thesis supervisor is involved in the supervision on the location of the internship or the graduation project, needs to be provided to the examination committee by the TU/e-thesis supervisor upon demand.
- In the case of a graduation project abroad, the student can only start the project after the research proposal has been approved by the examination committee. The research proposal has to contain the content of the project and the plan of coaching, in which the role of the TU/e supervisor is clarified.

Article 9  Graduation under embargo.

Graduation under embargo is not a desirable situation. If it can be avoided, it is important to do so.
If an embargo cannot be avoided, an arrangement needs to **at least** meet the following criteria:

- It must be possible to evaluate the work according to the regular criteria (for example, the correct composition of a graduation committee, a presentation).

- The report has to be uploaded, according to the regular procedure. It will be stored in the surroundings dedicated for reports under embargo. Those reports are not public, but they are available for accreditation aims. In order to do so, the student hands in the form ‘Request Confidential Report’ before uploading the report.

- The members of the examination committee and members of the education accreditation committee, have the right to see the graduation work for purposes with regard to quality assurance and analysis.

- In case of a possible conflict-of-interest concerning the persons meant under point 3 and the contents of the graduation work, the examination committee will look for a suitable protocol to assure the quality of the work (for example by assigning another member of the committee who does not have a conflict-of-interest).

- No generic term for embargo will be proposed, since this is dependent on the project and the field it has been in.

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**Annex 9 of Article 6 of the regulations of the Examination Committee 2018-2019**

**Procedure for requesting a joint degree**

**Double Degree**

Students who are planning to combine an one of the master’s program within Automotive Technology, Sustainable Energy Technology or Systems and Control (the three of which together will further be referred to as IM) with another MSc-degree at TU/e with the intention to obtain both degrees may, after approval of the examinations committee of both MSc programs, follow a combined program of at least 165 EC and at most 195 EC.

*In case of a double degree the IM Master’s program contains the following components:*

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits (EC)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM Core</td>
<td>30</td>
<td>The program contains the IM core program as given in OER AT/ SC/SET 1718, Appendix 1, b1.</td>
</tr>
<tr>
<td>Component</td>
<td>EC</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>----</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IM Specialization</td>
<td>15</td>
<td>The program contains at least 15 EC in courses from the lists of specialization courses as given OER AT/SC/SET 1718, Appendix 1, b2.</td>
</tr>
<tr>
<td>Free Electives</td>
<td>15</td>
<td>The program contains at least 45 EC in core and/or specialization courses that are exclusive for the MSc AT/SC/SET degree.</td>
</tr>
<tr>
<td>Free Electives</td>
<td>15</td>
<td>These 15 EC can be filled with courses from the other MSc program.</td>
</tr>
<tr>
<td>Internship</td>
<td>Minimum 15</td>
<td>The combined program contains an internship of at least 15 EC. The content of this internship can lie within the disciplines of the combined MSc programs.</td>
</tr>
<tr>
<td>Graduation project*</td>
<td>45</td>
<td>The graduation project must be separately assessed for both programs. It is required that there is at least a graduation committee for the IM master’s program assessing the project according to the IM standards. The two graduation committees are chaired by staff members of different TU/e departments and at least 2 members of each committee are not a member of the other committee. *In the situation the graduation project cannot result in a combined project, the student needs to set up an adjusted program in consultation with the academic advisor.</td>
</tr>
</tbody>
</table>

- These components are part of the total of 165 to 195 EC of the combined program.
- The full combined curriculum must be approved by the Examinations Committee of both programs.
- A request for approval of the double degree must be submitted before the start of the second year of enrollment.
- In special cases, the Examination Committees may deviate from these conditions.

**Annex 8 Graduation form**
The graduation assessment form as referred to in Annex 8b art. 7, is the following form.
Graduation assessment form for Master AT/S&C/SET

**FINAL PROJECT**

<table>
<thead>
<tr>
<th>Marks</th>
<th>approach and execution of the thesis work</th>
<th>autonomy of the student during the project</th>
<th>analytical ability of the student</th>
<th>inventive and creative abilities of the student</th>
<th>report quality</th>
<th>quality of the defence</th>
<th>quality of the presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final score**

Graduation committee final project:

chairman

______________________________

Advisors                      Company/institute

______________________________

Signature chairman graduation committee
Graduation assessment form for Master AT/S&C/SET

Final project /Page 2

<table>
<thead>
<tr>
<th>Name</th>
<th>Idnr:</th>
<th>Please motivate grades and weights</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>weighting %</th>
</tr>
</thead>
<tbody>
<tr>
<td>approach and execution of the thesis work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>autonomy of the student during the project</td>
<td></td>
<td></td>
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<tr>
<td>analytical ability of the student</td>
<td></td>
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<tr>
<td>inventive and creative abilities of the student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>report quality</td>
<td></td>
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<tr>
<td>quality of the defence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>quality of the presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final score (weighted average)</td>
<td>100 %</td>
<td></td>
</tr>
</tbody>
</table>