Completion Honors Master Program
This procedure is valid for student who started the Honors Master program before 1 January 2019

At the end of the Honors Master Program the student needs to finish the two parts of the program

- Professional Development part (15 EC)
- Professional Leadership part (5EC)

Assessment Professional Development part 15 EC (Honors Master students)

1. The student should provide the academic supervisor through a report and presentation with evidence for, and reflections on:
   a. The workload of the activity equaling or surpassing the 15 ECTS;
   b. How the learning goals were achieved.
2. The student should ask the academic supervisor to grade the performance and to complete the following two steps:
   a. The academic supervisor writes a short and clear motivation about:
      The workload of the activity equaling or surpassing the 15 ECTS;
      The achievement of the learning goals
   b. The academic supervisor signs the document.
3. The student should provide the Graduate Program Director with a short description of the efforts (type of activities, learning goals, duration), and provide the Graduate Program Director with 2b).
4. The Graduate Program Director fills in and signs the result form (uitslagbon) and hands this in at the CSA of the department (student administration).
5. CSA will process the result and the 15 ECTS for Professional Development are granted. CSA uses a departmental code e.g. 1HM100 or register via “Bijvak Elders”. More than one code is allowed e.g. one course of 10 EC and one course of 5 EC

Assessment Professional Leadership part 5 EC (Honors Master students)

1. The student should register for the meeting with the PLE teacher on Canvas.
2. Two weeks before the meeting, the student should provide the PLE teacher with an updated version of the PDP, including a reflection on the Professional development project and if and how the goals & ambitions that were set by the student at the start of the project are achieved.
3. The student also sends a copy of the PDP to the supervisor and to Honors Academy.
4. The PLE teacher fills in and sign the result form (uitslagbon) and hand this in to the Honors Academy administration.
5. Honors Academy administration will process the result and the 5 ECTS for Professional Leadership are granted. HA administration uses HA010 Honors Personal Leadership