Summary model OER Bachelor 2020-2021

The OER are the program and examination regulations of your degree program. In these regulations, the content of your degree program and the corresponding exams/examinations are mentioned. You can also find the rules you need in the OER. Think of things like how you register for courses, how long an exam is valid, etc.

This document is a summary of the text of the OER model that applies to all Bachelor's programs at Eindhoven University of Technology (hereinafter: TU/e). No rights can be derived from this. The established OER of your program are always the valid document.

The OER of each bachelor's program are determined by the board of the relevant department of the TU/e.

This OER will apply from September 1, 2020, with the exception of articles 3.8 and 3.9 (which deal with enrollment for education) and article 5.1, first paragraph. These articles have been in force since August 1, 2020.

The OER can only be changed if this does not reasonably harm your interests. An amendment never applies retroactively. If necessary, a transitional arrangement will be laid down in the event of an amendment.

**TU/e Code of Conduct for Scientific Integrity**
As a TU/e student, you must adhere to the Code of Conduct for Scientific Integrity. If you deliver your bachelor’s final project, you must also sign a declaration that the project was created in accordance with this code of conduct.

If you violate the code of conduct, a report can be made to the complaints committee for scientific integrity.

**Construction and content of your study**

*Language*
Your courses will be provided (partly) in Dutch or English. The exams will also be held in Dutch and/or English.

*Structure*
Your degree program has a nominal study duration of 3 years. This is 180 credits: 60 credits for the propaedeutic phase and 120 credits for the post-propaedeutic phase. There are compulsory courses: basic courses (25 credits) and major courses (95 credits, of which 10 credits are Bachelor’s End Project; the professional skills are embedded in the major courses). In addition, you follow a USE course (user, society, enterprise, 15 credits) and electives (45 credits). Elective courses must have sufficient cohesion, but may not overlap each other. Professional Skills are part of your major courses and are offered throughout your entire program. Furthermore, the MyFuture Activities are an obligatory part of the bachelor’s program, if you started the degree program on or after September 1, 2020.

The OER describes the final attainment levels of your program. These are the requirements a graduate has to meet. The final attainment levels consist of general TU/e attainment levels and program-specific attainment levels.

*Examination program*
The program of examinations is the entire package of courses that make up the degree program. You will be linked to an program of examinations by the Center for Student
Administration (CSA) upon enrollment in the first academic year. This includes all the basic courses and the compulsory courses of your major. You have to add your electives and the completion of your USE course. This program of examinations must be approved by the Examination Committee of your degree program. This happens if you have obtained at least 90 out of 180 credits or at your own request.

**Apply for courses**

From the second quarter in the first year you have to register for courses yourself. You may apply for a maximum of 20 credits per quarter. If you want to do more, you need permission from the Examination Committee. There is a maximum registration period of 5 working days for the first quarter and 20 working days for the other quarters. For exceptions, registering after the expiry of the deadline and unsubscribing, see Articles 3.8 and 3.9 of the OER. If a course is offered twice a year, you may only participate in the course once.

You may be eligible for an exemption. In that case, you do not have to follow the course in question. The conditions for this can be found in Article 3.11 of the OER.

**TU/e Honors Academy**

If you are looking for an extra challenge in addition to the regular degree program, there is an honors program. More information about the application and selection procedure, admission and set-up can be found [here](#).

**Testing and exams**

If you are registered for a course, you are automatically registered for all the tests of that course.

**Final tests**

At least 2 times per academic year you get the chance to take a final test or CA (competence assessment). The schedule for the 1st and 2nd quarter is announced by August 15 at the latest; the schedule for the 3rd and 4th quarter schedule is announced by December 15. In special cases, the department board may decide to deviate from this schedule at the latest 8 weeks before the assessment or CA. You will hear this as soon as possible.

Oral final tests and CAs are planned in consultation with you as much as possible. During such tests 2 authorized teachers or an authorized teacher and a subject matter expert will be present.

You need to be able to identify yourself before or during the final test or CA with your campus card or a valid ID. If you are unable to do so, you are not allowed to participate.

Should you fail a final test the department CSA will automatically register you for the next resit. And if you failed a CA, you may only participate in the resit if you have completed the process with a pass mark.

If you failed to participate in a final test or a CA, you may not participate in the resit for that academic year. In special cases, the Examination Committee may deviate from this rule. To do so, you must submit a request to the Examination Committee.

If you have passed a course, but you want to improve your final grade, you must register your resit with the department’s CSA at the latest ten days before the examination period.

You may not withdraw for mid-term and final tests that you take for the first time in the first year of the degree program. However, you may withdraw for a resit, at the latest 5 working days before the start of the examination period.
You can ask the Examination Committee for an extra examination opportunity. This is only possible in the case of recognized personal circumstances or if you have an (almost) nominal study rate (3-3.5 years) and you still need to complete a maximum of 2 courses (not being the Bachelor’s final project). More information about this can be found in Article 5.2 of the OER.

**Mid-term tests and professional skills tests**

Once per academic year you get the opportunity to take a mid-term test of a certain subject. In special cases, the Examination Committee may decide otherwise. Only for the mid-term test Calculus (1st quarter, 1st year) you can take a resit. Mid-term tests can be taken in writing, orally or in another way.

Oral mid-term tests are planned in consultation with you as much as possible.

Did you not take an mid-term test, or did you not hand in the work? Then you will receive a 0. In case of force majeure, you can apply for a substitute mid-term test or substitute arrangement with the exam committee of the program that provides the course.

**Assessment of exams and CAs**

The results of mid-term and final tests are expressed in tenths, according to the assessment scale 0 to 10. The results of a CA are expressed in H (Hold: insufficient, no promotion), C (Hold under conditions), P (Promotion: sufficient, promotion) and E (Promotion with excellence).

The final grade of a course is expressed in whole numbers according to the assessment scale 0 to 10. The final grade is rounded up from x.50. Below x.50 is rounded down.

The final grade of your bachelor final project is expressed in halves according to the assessment scale 0 to 10. You must achieve a minimum grade of 6.0. When you have passed all parts of your program of examinations, you will have passed the degree program and you will receive a bachelor’s degree.

**Review periods**

Results of written mid-term tests and professional skill tests are determined as soon as possible, but at the latest within 5 working days after the mid-term test. The results of an mid-term test must be known at least 5 days before a final test.

The final verdict of a CA is announced to you within 5 working days after the presentation.

You receive the grade of an oral test no later than the next working day.

The final grade of a course must be announced in OSIRIS within 15 working days after the final test. For courses from the 4th quarter in the 1st year, these must be announced in OSIRIS within five working days after the end of the examination period. The final grades of courses for which the final test is made in the interim period must be made known in OSIRIS at least five working days before September 1.

If an examiner cannot meet these deadlines due to special circumstances, the examiner will report this to the Examination Committee, which will inform you as soon as possible and state the deadline within which the results will be made known. In the propaedeutic phase another examiner will be appointed on time.

You have the right to inspection and the possibility to discuss a final test within 20 working days after the grade has been announced. See Article 5.9 and 5.10 of the OER. The period of validity of a completed course is in principle unlimited. The results of mid-term tests, professional skills tests and final tests are only valid in the academic year in which they
were taken. This means that, if you do not pass a course, you cannot use the marks obtained for the mid-term or final test with you to the next year. The Examination Committee may make exceptions to this rule. If the result of a course is older than six years and the tested knowledge is outdated, the Examination Committee may impose an additional or substitute examination or CA.

**Final examination**

Once you have completed all parts of your program of examinations with a pass, you will receive the bachelor’s degree. The Examination Committee determines whether you meet all the requirements. This is officially called taking your bachelor’s final exam. The date on the diploma is the date of your last educational activity. If you do not want to receive your diploma yet, for example because you want to do an internship or because you are a board member, you can submit a request for postponement to the Examination Committee of your degree program.

It is possible to take the bachelor’s final exam every month, except in July.

If you meet certain requirements, you can graduate ‘cum laude’. The requirements you must meet can be found in Article 6.5 of the OER.

**Tutoring and study progress**

You are entitled to tutoring from:

- An academic advisor: with the academic advisor you can (usually) discuss your study progress, your study planning and your study approach. If there are personal circumstances or other reasons why your studies are not going as you would like, you can discuss this with the academic advisor. The academic advisor can offer you guidance or refer you to a student advisor, student psychologist, student counsellors or confidential advisors.

- A teacher coach: this is a teacher from your degree program who will guide you in your development and help you choose your electives. Every academic year you are entitled to four conversations with your teacher coach.

- A student mentor: in the first semester of your study you will be supervised by a student mentor (an older student from your own degree program). This mentor helps you find your way in your degree program and at the department and university.

**Binding recommendation on the continuation of studies (bsa)**

In the first year you will receive a bsa. This means that after the first semester of your propaedeutic year you will receive a preliminary positive or preliminary negative recommendation, the so-called pre-recommendation. If you have obtained fewer than 45 credits at the end of the first year, you will receive a negative bsa and you will not be allowed to enroll in the same degree program for the next three years. If you have obtained 45 credits or more, you will receive a positive bsa and you may continue with the degree program.

Sometimes an adjusted standard of 40 credits applies. This occurs if you can no longer take a resit for a course in this academic year, but you did have a pass mark for your final test of that course.

Under certain conditions (personal circumstances or a late start), you will receive a postponed recommendation. You can read more about this in Article 7.6 of the OER. Exceptions for (intra-) university transfer students and top athletes can be found in Section 7.5(6) of the OER.

**Studying with a disability**

If you have a functional impairment and would you like to apply for customized training, exams, CAs or special facilities, you must do so in writing, and if possible 12 weeks, but no later than 5 weeks, before you participate in the courses, exams or CAs. You submit this request to ESA together with the documents needed to assess your request. ESA will send your request with the advice of the student counselors to the department board or the Examination Committee of your degree program (depending on the content of your request). The
department board or the Examination Committee will decide on your request. You will receive this decision within 20 working days after receipt of your request.

**Your degree program**
You will find the program-specific matters, such as the program, thesis directions, and testing methods, in the appendices to the OER of your degree program. The appendix also contains a section on quality assurance within your degree program.