Summary of the Bachelor’s OER Model 2019-2020

The OER is the Program and Examination Regulations of your degree program. These regulations state the content of your degree program and the associated exams and final exams. The OER also provides the regulations you need during the degree program. Take for example how to register for courses, how long an exam grade is valid, etc.

This document is a summary of the text of the OER model that applies to all bachelor’s degree programs at the Eindhoven University of Technology (hereinafter: TU/e). No rights may be derived from this publication. The OER agreed by your degree program is always the applicable document.

The OER of each Bachelor’s program is determined by the board of the relevant department of the TU/e.

This OER applies from September 1, 2019, with the exception of Articles 3.8 and 3.9 (which deal with enrolment in education). These articles will come into effect on August 1, 2019.

The OER can only be changed if this does not reasonably harm your interests. A change is never retroactive. If necessary, a transitional arrangement will be established in the event of a change.

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

What happens if you violate the code of conduct? If you violate the code of conduct, this can be reported to the scientific integrity complaints committee.

Structure and content of the program
Language
Your study program will (partially) be taught in Dutch or English. The examinations will also be held in Dutch and/or English.

Structure
Your program has a nominal study duration of 3 years. This means 180 credits: 60 credits for the propaedeutic phase and 120 credits for the post-propaedeutic phase. There are compulsory subjects: basic courses (25 credits) and major courses (95 credits of which 5 credits for professional skills and 10 credits for the Bachelor’s Final Project). In addition, you follow a USE study line (user, society, enterprise, 15 credits) and electives (45 credits). Electives must have sufficient coherence, but may not overlap. Professional Skills are part of your major subjects and are offered throughout your entire degree program.

The OER describes the attainment targets of your degree program. These are the requirements that a graduate must meet. The learning outcomes consist of general TU/e learning outcomes and program-specific learning outcomes.

Program of examinations
The program of examinations is the entire package of courses that forms the program of your degree program. When you register for the first year of study, the Center for Student Administration (CSA) will link you to a program of examinations. This includes all the basic courses and the compulsory courses of your major. You must add your electives and the
content of your USE learning trajectory. This program must be approved by the Examination Committee of your degree program. This happens if you have obtained at least 90 of the 180 credits or at your own request.

**Register for courses**
From the second quarter in the first year onwards, you must register for courses yourself. You may apply for a maximum of 20 credits per quarter. If you want to do more, you must have permission from the Examination Committee. There is a final application period of 5 working days before the start of the first quarter and 20 working days for the other quarters. For exceptions, e.g. registration after the expiry of the term and deregistration, 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 qualify 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 the 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**
You will be given the opportunity to take a final test or CA (competency assessment) at least twice per academic year. The schedule for the 1st and 2nd quarters will be announced by August 15 at the latest and December 15 for the 3rd and 4th quarters. In special cases, the Department Board may deviate from this schedule up to 8 weeks before the examination or CA decisions. You will be informed as soon as possible.

Oral final tests and CAs are planned as much as possible in consultation with you.

Before or during the final test or CA, you must be able to identify yourself with your campus card or a valid identification document. If you cannot do that, then you are not allowed to participate.

Failed a final test? Then the faculty CSA will automatically register you for the next resit. Failed a CA? Then you may only take part in the resit if you have completed the process with a satisfactory result.

If you did not participate in a final test or a CA, then you may not participate in the resit of that academic year. In special cases, the Examination Committee may deviate from this. For this you must submit a request to the Examination Committee.

If you have passed a course but want to improve your final mark, you must register with the departmental CSA no later than ten days before the examination period.

You may not withdraw from the interim and final tests. You may, however, withdraw from a resit, up to 5 working days before the start of the examination period at the latest.

You can ask the Examination Committee for an extra examination opportunity. This is only possible in the case of recognized extenuating personal circumstances or if you are studying at an (almost) nominal rate (3-3.5 years) and you still have to complete a maximum of 2 courses
(not the Bachelor End Project). You can find more information about this in Article 5.2 of the OER.

**Interim and professional skill tests**

Once per academic year, you are given the opportunity to take an interim test of a particular subject. In special cases the Examination Committee may decide otherwise. You can only take a resit for the interim test of Calculus (1st quarter, 1st year). Interim tests can be taken in writing, orally or in any other way.

Oral interim tests are planned in consultation with you as much as possible.

If you do not pass a professional skills test, you can take this test one more time in the same academic year.

Did you not take an intermediate test, or did you not hand in the work? Your grade is a 0. In the event of force majeure, you can request a replacement interim test or replacement arrangement from the Examination Committee of the degree program that is providing the course.

**Grading examinations/CA’s**

The grade of interim and final tests is expressed in tenths, according to the grading scale 0 to 10. The results of a CA are expressed in H (Hold: insufficient, no promotion), C (Hold subject to conditions), P (Promotion: sufficient, promotion) and E (Promotion with excellence).

The final grade of a unit of study is expressed in whole numbers according to the assessment scale 0 to 10. Anything below x.50 is rounded down.

The final grade of your Bachelor’s final project is expressed in halves according to the assessment scale 0 to 10. You must achieve a minimum of 6.0 for this.

If you have completed all the components of your program of examinations, you have passed the degree program and you will receive a Bachelor’s certificate.

**Marking periods**

Results of written interim tests and professional skills tests will be determined as soon as possible and no later than 5 working days after the completion of the interim test. The results of an interim test must be known at least 5 days before the final test.

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

You will receive the grade for 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 end of 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 subjects for which the final test is taken 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, then the examiner will report this to the Examination Committee, which will inform you as soon as possible and state the term within which the result will still be made known. In the propaedeutic phase, another examiner will be appointed in time.

You have the right to inspect and the possibility to discuss a final test within 20 working days after the grade has been announced. See Articles 5.9 and 5.10 of the OER.
In principle, the period of validity of a completed course is unlimited. The results of interim 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 take the grades obtained for the interim test or final test with you to the next year. The Examination Committee can make exceptions to this. If the result of a course is older than six years and the knowledge that has been tested is outdated, the Examination Committee can impose an additional or replacement examination or CA.

Final examination
If you have completed all the components of your program of examinations with a satisfactory pass, you will receive your Bachelor’s degree (certificate). The Examination Committee will determine whether you meet all the requirements. This is officially called taking your Bachelor’s degree final exam.
The date on the diploma is the date of your last educational activity. If you do not yet want to receive your diploma, because you want to do an internship or hold a board position for example, you can submit a request for postponement to the Examination Committee of your degree program.
It is possible to take the Bachelor’s 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.

Study counseling and study progress
You are entitled to study counseling from:
- An academic advisor: you can discuss your study progress, your study planning and your study approach with the academic advisor. If there are personal circumstances or other reasons why your study is not progressing as you wish, 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 counselors or confidential counselor.
- A teacher coach: this is a teacher from your study program who will guide you in your development and in filling in your elective space. You are entitled to four interviews with your teacher coach every academic year.
- 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 will help you find your way around your degree program and at the department and university.

Bsa
In the first year you will receive a binding recommendation on the continuation of studies (bsa). This means that after the first semester of your propaedeutic year you will receive a provisional positive or provisional negative recommendation, the so-called preliminary recommendation. If you have obtained less than 45 credits at the end of the first year, you will receive a binding negative bsa and you will not be allowed to enroll in the same degree program for the next three years. If you have 45 credits or more, you will receive a positive bsa and you may continue the degree program.
Sometimes an adjusted standard of 40 credits applies. This is if you are no longer able to resit a course in this academic year, but you did pass your final examination for 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 transfer students, intra-university transfer students and top-level athletes can be found in Article 7.5 paragraph 6 of the OER.

Studying with a functional impairment
If you have a functional impairment and wish to have facilities for your study program, exams CAs or other special facilities, you must submit an application in writing. Preferably this should
be done 12 weeks before but no later than 5 weeks before you start with a course, take an exam or CA. You submit this request to ESA together with the documents needed for the assessment of your request. ESA will send your request with the advice of the student counselor 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
The degree program-specific matters, such as the program itself, specializations and types of tests, can be found in the appendices to the OER of your degree program. The appendix also contains a section on quality assurance within your degree program.