Summary of the Master’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 master’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 Master’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 3.7 and 3.8 (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. To this purpose you must sign a declaration at three points:

- in the first half of your degree program;
- at the beginning of your graduation project;
- when you have completed your graduation project.

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.

Admission to the program
You can only enroll in this Master’s degree program if you have direct access. The have direct access under the following conditions:

- you have obtained a Bachelor’s degree certificate (see Appendix 1 under m of the OER for which Bachelor’s degree programs this applies);
  or
- you have a proof of admission from the Department Board (see Article 2.1, paragraph 2 and Appendix 1 under 1 of the OER);
  or
- you have a statement from the Examination Committee of your Bachelor’s degree program (see Articles 2.2 and 4.3, paragraphs 2 and 3 of the OER and Article 5.2 of the OER of your Bachelor’s degree program).

If you meet the requirements, have been enrolled at the TU/e for an uninterrupted period and have completed a TU/e Bachelor’s degree program or a TU/e pre-Master’s program, you can enter the related Master’s degree program every first day of the month.

If you are a non-TU/e student or have completed a TU/e competency-based Bachelor’s program, you can enter the Master’s degree program on September 1 or February 1 of each academic year conditional to you meeting the set requirements.
Structure and content of the program

Language
Your study program will be taught in English. The examinations, CAs and final examinations will also be held in English.

Only the Master’s degree programs Medical Engineering and Science Education and Communication are taught partly in Dutch and partly in English. The examinations and final examinations are also held in Dutch and/or English.

Structure
Appendix 1 of the OER contains the specific degree program provisions for your master’s. These include information about the content of specializations, the study load of electives and other courses, which electives you can take, the design of practical exercises, the number and form of examinations, and information about the way in which the education is evaluated.

In Appendix 2 of the OER you can find the rules and procedures of the corresponding pre-Master’s program and Appendix 3 gives the contents of the pre-Master’s program.

- Your program has a nominal study duration of 2 years. This means 120 credits: Core courses (maximum of 30 credits).
- Specialist electives (see Appendix 1 of the OER). These are only added to your program of examination after advice from your mentor.
- Free choice of electives at master’s level (minimum of 15 credits).
- A graduation project of 30 or 45 credits (depending on your program).

It is strongly recommended that you gain international experience for at least 15 credits.

The program of examinations must be approved by the Examination Committee of your degree program.

At the start of your master’s you must take a diagnostic test of professional skills. During the first or second quarter of your program, you will have an interview with your mentor about this.

Mentor
During your master's you will be supervised by a mentor, who will guide you in filling in your specialist electives, in filling in your program of examinations/PDP and will talk to you about the results of the diagnostic test.

Program of examinations
Before you start your graduation project, you must inform the departmental CSA which electives you will include in your program. You also submit your program of examinations, together with the advice of your mentor, to the Examination Committee for approval. The Examination Committee checks the program for coherence and level, and checks whether it meets the requirements of a master’s degree program.

Register for courses
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 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 courses that are concluded with a competency assessment (CA), you must register via OSIRIS no later than June 1 for the first quarter and no
later than December 1 for the third quarter. If you do not want to take a course, you must deregister from OSIRIS before the start of a quarter.

For registration after the expiry of the term, see Article 3.8 of the OER. You may qualify for an exemption. In which case, you do not have to follow the course. You will find the procedure in Article 3.10 of the OER, and the conditions in the regulations of the Examination Committee.

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](#).

**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 (parts of) CAs are planned as much as possible in consultation with you. During such a test 2 teachers authorized to take exams are present or a teacher authorized to take an exam together with a subject specialist.

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.

**Registering for exams and CAs**
You may only take an exam or a CA if you are enrolled in the master's degree program. If you are a bachelor's or pre-master's student, you may participate if you meet certain strict conditions. These conditions can be found in Article 5.2 of the OER of your bachelor's degree program. Any course you have passed will then be placed on your bachelor's certificate and not on your master's certificate.

If you are registered for a course, you are registered for the examination/CA. In other cases, you must register via OSIRIS no later than 10 working days before the examination period. You can register for the examinations in quarters 1 and 2 as from August 15 prior to each academic year and for quarters 3 and 4 as from December 15. Forgot to register? Then your work will not be assessed, unless there were special extenuating circumstances. The Examination Committee will then decide on this.

If you are late in registering, you can still register up to 5 working days before the examination period against payment of a fee.
You can withdraw from an examination up to 5 working days before the start of the examination period. If you do this too late, you fail the examination.

Failed 3 times for an examination of the same subject, or failed to pass a CA twice? Before applying again, you must first make an appointment with your teacher or academic advisor to discuss your study approach and planning.
Grading exams/CAs
For each examination, CA or practical exercise, the assessment standards are announced by the start of the examination latest. For each examination, the score distribution for the questions is announced. The grade of an exam is expressed in tenths, according to the grading scale 0 to 10. If you have a sufficient (6 or higher), you have passed. 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 your graduation project is expressed in halves according to the assessment scale 0 to 10. You must achieve a minimum of 6.0 for this.

Marking periods
The final grade of a course must be announced within 15 working days after the end of the final test. The final verdict of a CA will be announced to you within 5 working days. You will receive the grade for an oral test no later than the next working day.

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 4.8 and 4.9 of the OER.

In principle, the period of validity of the results of an exam and a CA is unlimited. The Examination Committee can make exceptions to this.

Final examination
If you have completed all the components of your program of examinations with a satisfactory pass, you will receive your Master’s degree (certificate). The Examination Committee will determine whether you meet all the requirements. This is officially called taking your Master’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, you can submit a request for postponement to the Examination Committee of your degree program. It is possible to take the Master’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 5.4 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. The academic advisor can offer you guidance or refer you to a student advisor, student psychologist, student counselors or confidential counselor.

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.