Guideline for TU/e Graduate School Master's programs modified April 22, 2021

The Executive Board of the Eindhoven University of Technology- TU/e, considering

that the necessary changes in the Master's programs, as described in the Position Paper 'Revision of Graduate School Master's programs' adopted on April 3, 2014 by the Executive Board, have been translated into binding design rules to be applied to the redesigned Master's programs that started on September 1 2015;

that the following general principles apply to the redesign of the Master's programs within the TU/e Graduate School:
- when students compose an individual program, the quality and consistency of the program must be maintained in a strong connection between student and mentor/thesis advisor;
- while composing a program students have a free choice of electives to choose from;
- students have the opportunity to meet the international experience without study delay.

RESOLUTIONS:

General

1. An assessment plan is available for each master's degree program, which is adopted by the program director before the beginning of the academic year.
2. An assessment plan is available for each study component, which details how and what is assessed. The assessment plan is designed by the teacher and is completed before teaching commences.
3. The weighting of the test components of a study component is recorded in the Osiris Course Catalogue.

Size of courses:

1. All Master's courses (with the exception as stated under the second bullet, internships, final projects and Master's courses taught at other universities) will comprise 5 credits. With the permission of the Dean of the Graduate School exceptions to this rule can be made. Requests for exemptions must be submitted by December 1 prior to the academic year in which the study component can be taken. Approval is valid for one academic year and exceptions are published in the digital education guide.
2. At most one third of the elective Master's courses offered by a department can be 2.5 credits.
3. Master's courses (with the exception of the final project) are taught in one quarter and must be able to be completed within one quarter. This may be deviated from in exceptional circumstances and only when approved by the Dean of TU/e Graduate School.

Components of Master's programs

A Master's program encompasses 120 credits and consists of:

1. a maximum of 30 credits of core courses.
2. a number of specialization electives: the mentor advises students concerning their choices; the examination committee considers this advice while assessing the Master's program of the student.
3. a minimum of 15 credits of free electives, at Master level, within which the student may choose to do an internship if this is not already included in the compulsory courses or specialist courses: the student requires no approval of the mentor/thesis advisor for these courses.
4. if the student chooses an optional international experience component, a minimum of 15 credits.
5. a graduation project of 30 and/or 45 credits.

Free electives:

1. Homologation study components (taken to eliminate deficiencies) are part of the free elective space and comprise no more than 15 ECTS of the total Master's program.
2. It is possible to take homologation courses extracurricularly.
3. It is possible to include a maximum of 15 credits of BSc study components at level 3. These include homologation study components.
4. After approval by the Dean of the Graduate School, the departmental board, acting on the advice of the program director, can restrict the number of elective study components. The limitation can be directly derived from the learning outcomes of the Master's program in question.

Capacity limitations

The study components with capacity limitations are announced through the digital education guide before either April 1 or October 1 after approval from the Dean GS.

International experience:

1. International experience consists of a part of the study components, an internship or (part of a) graduation project.
2. Department Boards shall create conditions under which 90% of students shall be facilitated in obtaining international experience by 2020 to be detailed in performance agreements.
3. Students must be able to gain international experience without study delay.
4. The Dean of the Graduate School will take initiatives to remove financial and other barriers for students to spend time abroad.

Graduation procedure:

The assessment procedure should be clear and transparent to both students and examiners, and all information on the assessment procedure should be easy to find and readily accessible in a fixed place in the digital education guide, preferably in the form of a protocol for the MSc final project. This protocol could be an appendix to the Examinations Regulations. In the graduation procedure attention must at least paid to the following elements:

a. **Composition of the assessment committee**

The Graduation Committee consists of at least three members who are appointed as examiners, of which at least one is an external member from a different research group, department or university. Specific guidelines have been established for internal double diplomas.

b. Graduation project
- A graduation project consists of 30 and/or 45 ECTS.
- The graduation project can be 60 ECTS, but only if the mandatory study components have a maximum of 15 ECTS, subject to approval by the department board acting on the advice of the program director.
- For internal double diplomas specific guidelines have been established.

c. Admission criteria and application procedure for the graduation project
The graduation project may be started once the student has met the requirements as stated in the OER. For internal double diplomas specific guidelines have been established.

d. Time frame for the graduation project
All MSc final projects should have a clear starting point in time, as well as a clear end date (preferably laid down in a graduation agreement or graduation form), complying with the study load of the MSc final project and taking into account individual availability of students. The graduation procedure is set up in such a way that a student can complete the assignment within the set time (depending on the project size). A prerequisite for the implementation of this rule is that sufficient guidance and supervision is in fact offered to the student. It should also be possible, to change the end date, in case of serious reasons, such as illness or delays beyond the control of student and/or supervisor.

e. Instructions title page graduation report
The title page at least covers the following information:
- The title (and subtitle) of the graduation project
- Surname student + initials
- Names of all members of the thesis committee
- Study load (# of ECTS) of the graduation project
- Year of graduation
- Name supervisor
- Name of Master's program(s), track
- An indication on whether or not the thesis is public information, and if not the date of publication
- A statement that the Master's thesis has been carried out in accordance with the rules of the TU/e Code of Scientific Integrity.

f. Assessment method
The assessment method (criteria, grading, and instruments) as laid down in the graduation procedure is valid, reliable and transparent.

g. Assessment form
A model assessment form is published in the graduation procedure. The assessment form for the MSc final project should at least contain the following information:
- TU/e logo
- Surname student + initials
- Student ID number
- Date of assessment
- Start date graduation + expected end date
- Study load (# of ECTS) of the graduation project (30, 45 or 60 ec)
- Name of Master's program(s), track

- Name supervisor
- Names of all members of the thesis committee
- Title graduation project
- Assessment: overall score as well as relevant sub-scores and substantiation thereof
- An indication on whether or not the thesis is public information, and if not the date of publication
- Signature of the chair of the thesis committee
- Statement that the Master's thesis has been carried out in accordance with the rules of the TU/e Code of Scientific Integrity
- Statement that the supervisor has checked for fraud and or authenticity.

The completed assessment form is handed over to the CSA as well as to the student upon completion of the assessment.

All completed assessment forms are made available to the Examination Committees for quality assessment purposes. The Examination Committees also monitor the performance of research groups in student supervision and develop tools and procedures to do so.

h. Fraud and plagiarism

In agreement with the TU/e Code of Scientific Integrity, MSc students are required to sign a statement declaring that the MSc thesis and related research have been carried out in accordance with the rules of the Code of Conduct. A reference to this statement should be made in the Master's Thesis. Every MSc thesis should be tested for plagiarism using designated software by or under responsibility of the thesis supervisor before handing in the thesis to the thesis committee. In cases where such a test is impossible for technical or confidentiality reasons, the supervisor has to check its authenticity. In cases of suspicion of fraud or plagiarism, the supervisor informs the Examination Committee.

i. Confidentiality

1. In principle, graduation theses are public and Open Access. This means that a thesis must be included/published in the TU/e library.
2. If a company/organization involved in the preparation of the thesis believes that (commercial) interests may be harmed by publication of the thesis, the company/organization may impose a temporary embargo of up to two years. This means that the thesis may not be published for a period of two years and may therefore not be included in the TU/e library. The imposition of an embargo must have been announced by the company/organization in good time; at the latest two weeks before the student submits his/her thesis to the thesis committee.
3. If the company/organization deems it necessary to impose an embargo for more than two years, the company/organization will have to submit a substantiated request to the dean of the department. The dean may decide to extend the confidentiality period by a maximum of another 3 years. The submission of the substantiated request must be made in good time; at the latest two weeks before the student submits his/her thesis to the thesis committee.
4. In the event of a two-year embargo, a publicly available summary of the thesis (hereinafter: public summary) must be made available in addition to the confidential version (read: original version). The student may choose to write a public version of the thesis instead of a public summary.
5. If there is an embargo of more than two years, a public version of the thesis must be made available in addition to the confidential version.
6. The confidential version of the thesis will be used for purposes related to the assessment. For this reason, the confidential version will be made available to the Thesis Committee, the Examination Committee and, if necessary, the Examination Appeals Board and review committees of the NVAO.

7. The public summary or public version of the thesis is checked for plagiarism using plagiarism detection software. The investigation into plagiarism of the confidential version of the thesis is carried out by the student's supervisor(s).

8. The public summary or public version of the thesis will be included/published in the TU/e library after the thesis has been defended.

9. The public summary or public version of the thesis will be replaced in the TU/e library by the confidential version after the embargo has expired.

Professional skills:

The assessment of the professional skills that play a role in the graduation project are part of the assessment of the graduation project.

Entry into Master's programs

Every Master's program has at least two entry dates each year; these are September 1 and February 1.

Pre-Master's program[1]

1. A pre-Master's program shall consist of a maximum of 30 credits.
2. A pre-Master's program must be completed within the set term (maximally two semesters).

Timetabling in time slots

1. A time slot is designated to each study component.
2. The time slots are fixed and apply to all study components. Timetabling outside the designated time slot is not possible.
3. In the event that teaching sessions are missed due to public holidays and open days, these can only be rescheduled within the relevant time slot.

The distribution of time slots is shown below:

	Monday	Tuesday	Wednesday	Thursday	Friday
1+2	A1	C1	B1	E1	D1
3+4	A2	C2	B1	E2	D2
5+6	B1	E1	D1	A1	C1
7+8	B2	E2	D2	A2	C2
9+10	E3	D3	A3	B3	

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[1] See the report Revision Pre-Master's Programs (adopted by the Executive Board on March 24, 2016).

All time slots will be 4 (2x2) + 4 (2x2) + 2 hours, in which the final two hours shall in each case be the 9th and 10th hours.

Procedural agreement regarding the Center for Student Administration (CSA)

The deadlines for providing scheduling information are strictly adhered to. After the deadline the scheduling process is started. The following deadlines apply to the scheduling process:

1. Academic agenda adopted (CvB): December 1.
2. Programs ready (Program Director): February 1.
3. Allocation of timeslots (core scheduling group): March 1.
4. Course Catalogue completed (CSA): April 1 for Q1 and Q2 and October 1 for Q3 and Q4. Note: the completion of the Course Catalogue includes the weighting of parts of a study component.
5. A study guide is available to students for each study component, which is made available two weeks before teaching commences, and which in any case describes which parts are involved in the study component and when they take place. Possible changes to the study guide after teaching has commenced are not permitted unless the approval of the Dean GS has been received.
6. Information finalized concerning the study components being offered: April 1.
7. Schedules ready for Semester A (departmental schedule coordinator): June 1.
   Room schedule complete (ESA) Semester A: August 1.
   Schedules complete Semester B (departmental schedule coordinator): November 1.
   Room schedule complete (ESA) Semester B: January 1.

Sequencing

The sequencing of the electives is determined by the Department Board after first obtaining the explicit approval of the Dean GS.

In as far as core study components must be taken before electives, these core study components must be offered at least twice per academic year.

Final provisions

Deviation from the above guidelines is only possible after consultation with and approval of the Dean of the Graduate School. They have been further elaborated in the OER model for master's degree programs.

Pilots

Pilots that deviate from one or more provisions of the OER must be laid down in the Appendix to the OER, listing the relevant articles of the OER.

A proposal for a pilot must be submitted to the Education Board for approval. To this end, the Program Director submits a nomination that is accompanied by advice from the Examination Committee and the Program Committee. If several degree programs from different departments are involved, the nomination must be accompanied by advice from the AEB and the JPC.

The nomination of the pilot shall not be made until a feasibility test has been carried out, under the responsibility of the ESA manager.

During the pilot, students who do not participate in the pilot cannot derive any rights from it.

Adopted by the Executive Board on 19-06-2014 and supplemented on February 12, 2015, April 28, 2016, June 20, 2019, April 30, 2020, and April 22, 2021.