Final Bachelor Project Assessment Information Session

NOVEMBER 16, 2020

Marie-Claire Theunissen| Coordinator Bachelor Program | id.bachelor@tue.nl

Department of Industrial Design

TU/e EINDHOVEN UNIVERSITY OF TECHNOLOGY

INTRODUCING

Marie-Claire Theunissen| Coordinator Bachelor Program
id.bachelor@tue.nl

CONTENT

1. Examiners
   - Allocation
   - Roles
2. Deliverables
   - Demo Day
   - Report
   - Portfolio
   - Graduation Deliverables
   - Presentation + Oral Exam
3. Outcomes
   - Grade + Feedback
   - Retake
   - Cum Laude Regulations

EXAMINERS | ALLOCATION + Roles

CSA-ID (Educational Office) with approval of Examination Committee

Allocation is based on:

- Project coach/Teacher Coach (first examiner)
- Another coach from our department (second examiner)

Allocation will be communicated to you via CSA-ID.

FBP Assessment Procedure on Assessment page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/?L=0

DELIVERABLES | DEMO DAY

Demo Day on December 18, 2020.

- Demonstrator (*discuss with Project Coach*)
- Formative Feedback *(from at least 1 examiner)*
- *Online*

More information about the Demo Day and how this will be organized will follow.
In case of an NDA you will only present your demonstrator to the examiners and possibly your client (s).

FBP Information: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/demonstrator/
Information about NDA: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/facilities-and-regulations/regulations/scientific-conduct/nda/?L=0
Demo Day: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/demo-day/?L=0

DELIVERABLES | ***DEMO DAY***

Organization of Demo Day Studio Coordinator

Studio Coordinator (coordination + logistics):
Tom Raijmakers, t.e.raijmakers@tue.nl

DELIVERABLES | REPORT

Format: define the most suitable format to present your project and discuss this well in time with your project or teacher coach.
Wordcount: 10.000 words, put the wordcount on the title page of the report.

Upload on Canvas | Deadline January 7, 2021, 17:00 h
Upload your Report in Course Code of Final Bachelor Project in Report assignment
(e.g.DPB390 – Final Bachelor Project)

- B32_Final report_Last name_Initials_Name project.pdf
- Report will also be sent to TU/e Repository
- Urkund is activated
- Only examiners can review report

NDA

- Upload your Report in Course Code of Final Bachelor Project ***in Report NDA assignment***
- ***NDA***_B32_Final report_Last name_Initials_Name project.pdf
- Report will not be sent to TU/e Repository (or after amount of years in Delivery Form)
- Urkund is not activated
- Only examiners can review report
- Mention NDA in delivery form

DELIVERABLES | REPORT

In case you will not be able to submit your deliverables before the deadline due to personal circumstances, please contact your coach and the academic advisor (academic.advisor.Bid@tue.nl) as soon as possible and before the deadline.

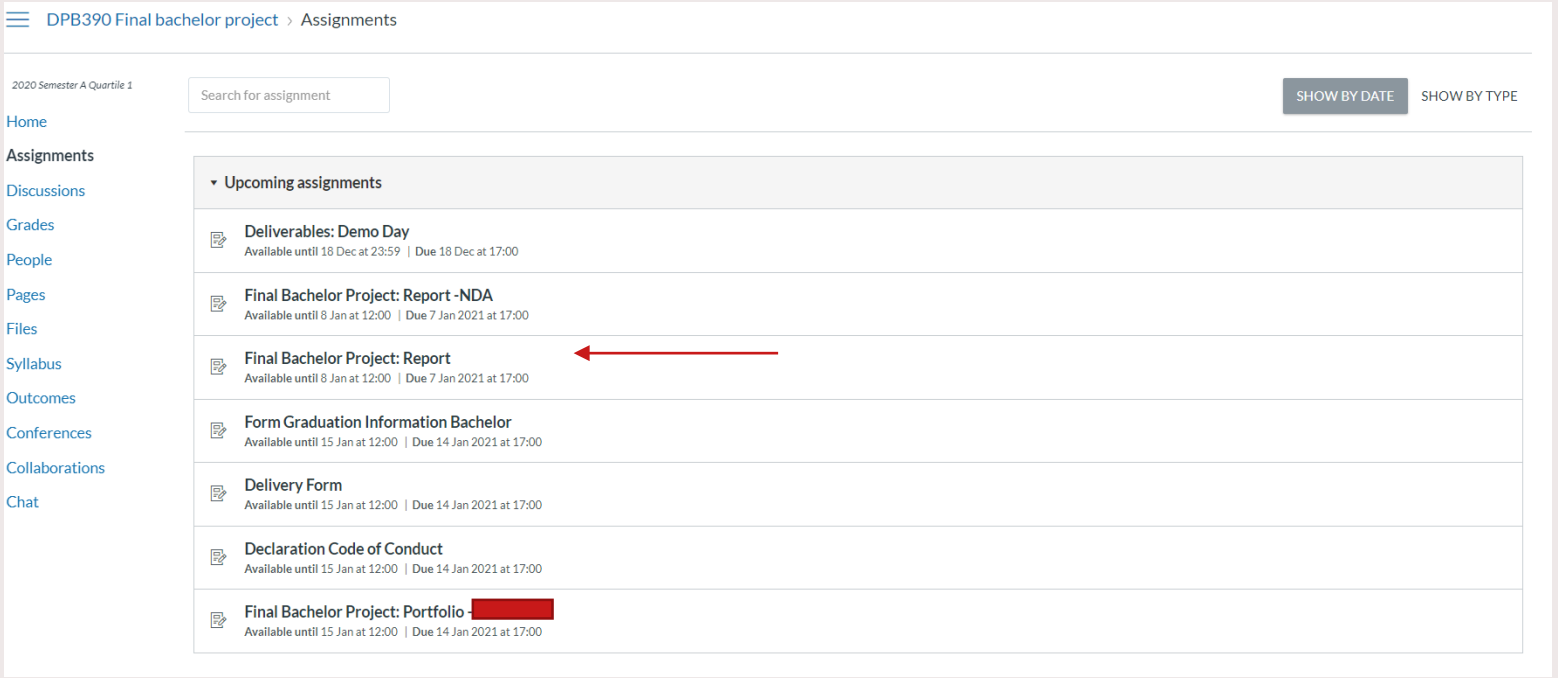
In case you deliver your report late and not through Canvas it cannot be assessed!

Check with your examiners if hard copy is required!

For general guidelines on content, structure and word count, see the report page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/report/.

Information about NDA: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/facilities-and-regulations/regulations/scientific-conduct/nda/?L=0

DELIVERABLES | REPORT



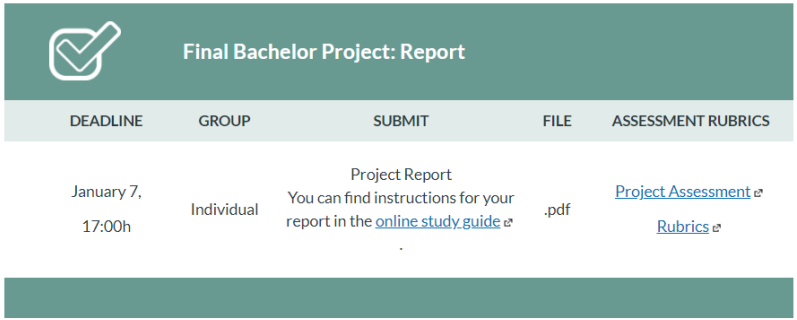
DELIVERABLES | REPORT

Final Bachelor Project: Report

Submit Assignment

Due 7 Jan 2021 by 17:00 **Points** 0 **Submitting** a file upload **File types** pdf **Available** until 8 Jan 2021 at 12:00

In case of a non-disclosure agreement (NDA), please upload your report in the NDA assignment!



Final Bachelor Project: Report

DEADLINE	GROUP	SUBMIT	FILE	ASSESSMENT RUBRICS
January 7, 17:00h	Individual	Project Report You can find instructions for your report in the online study guide	.pdf	Project Assessment Rubrics

Submit the following things:

Please upload here your **report** in PDF-A format.

Please name your report in the following manner; B32_Final report_Last name_Initials_Name project.pdf, replacing the red text with your own last name, initials and project name.

Please also indicate this file name in a similar manner in the delivery form that you upload.

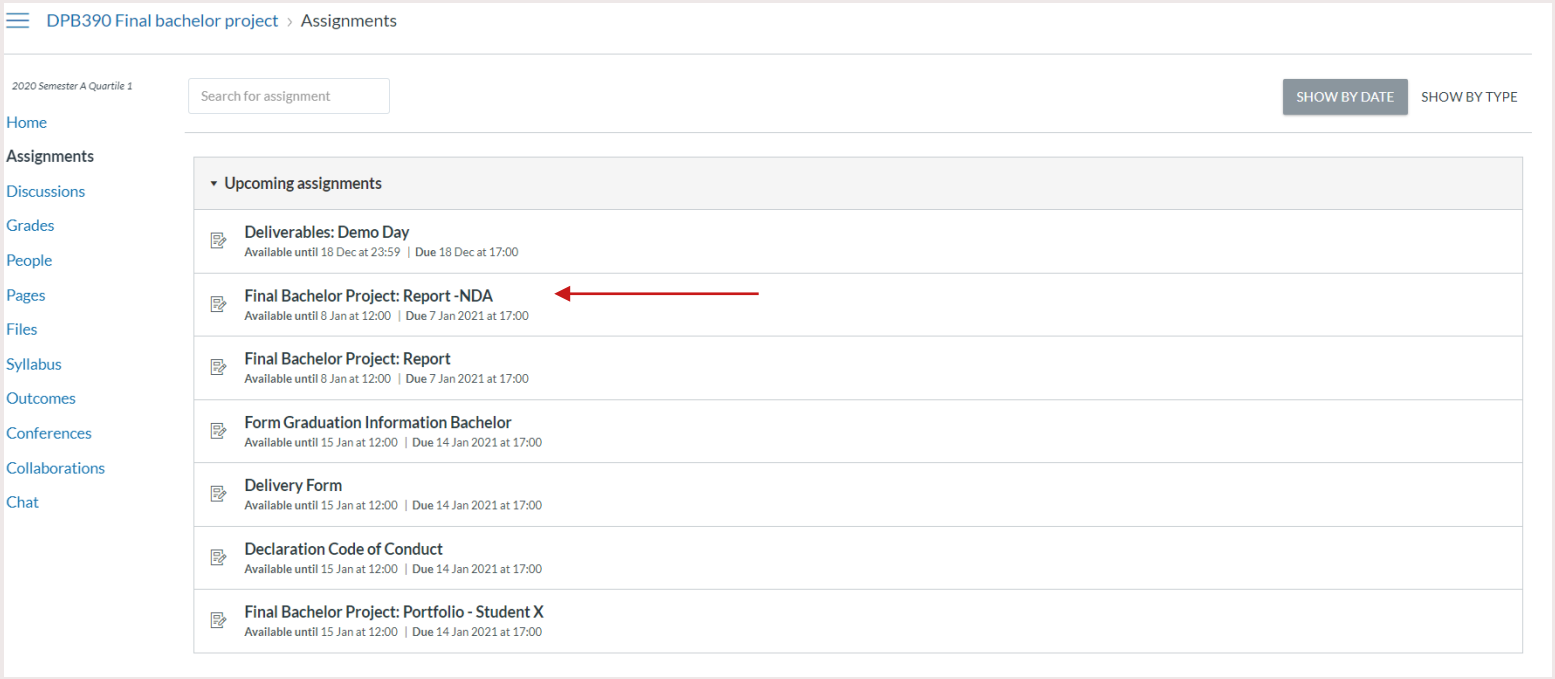
The digital copy of the final bachelor project report will be archived and published in the Central TU/e-Library. As such, these reports will be retrievable for an internal as well as external audience.

DELIVERABLES | REPORT - NDA

- Inform your project coach
- Inform your examiners
- Inform the network coordinator
- Inform the coordinator of the bachelor

Information about NDA: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/facilities-and-regulations/regulations/scientific-conduct/nda/?L=0

DELIVERABLES | REPORT - NDA



DELIVERABLES | REPORT - NDA

Final Bachelor Project: Report -NDA

Submit Assignment

Due 7 Jan 2021 by 17:00 **Points** 0 **Submitting** a file upload **File types** pdf **Available** until 8 Jan 2021 at 12:00

In case of a non-disclosure agreement (NDA), please upload your report in this assignment.

Final Bachelor Project: Report

DEADLINE	GROUP	SUBMIT	FILE	ASSESSMENT RUBRICS
January 7, 17:00h	Individual	Project Report You can find instructions for your report in the online study guide	.pdf	Project Assessment Rubrics

Submit the following things:

Please upload here your **report with NDA** in PDF-A format.

Please name your report with NDA in the following manner; B32_NDA_Final Report_Last name_Initials_NameProject.pdf, replacing the red text with your own last name, initials and project name.
Please also indicate this file name in a similar manner in the delivery form that you upload.

Since your final bachelor project is confidential and includes a non-disclosure agreement (NDA), the digital copy of the final bachelor project report will be archived in the Central TU/e-Library but not published. You should also inform the department on the confidentiality of your report via the Delivery Form. Make sure to inform all parties involved of your NDA, for more information about the procedure please check the online education guide.

DELIVERABLES | ***PORTFOLIO***

Format: interactive 'document' ***Word count maximum:*** 2500

Upload on Canvas | Deadline January 14, 2021,17:00 h
Upload a .pdf version of your your Portfolio in Course Code of Final Bachelor Project (*DPB390 – Final Bachelor Project*) in Portfolio assignment

- B32_Portfolio_Last name_Initials.pdf
- *(You can include the link to your online interactive portfolio on the front page of the .pdf version. In case you have a password protected portfolio, you can upload an extra readme.txt file with instructions).*
- ***Your portfolio should be one pdf and not separate pdf files or screenshots!***

Note: As a student you can only see the last uploaded file on Canvas.

For more information on the portfolio, please see the portfolio information: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/portfolio/

DELIVERABLES | PORTFOLIO

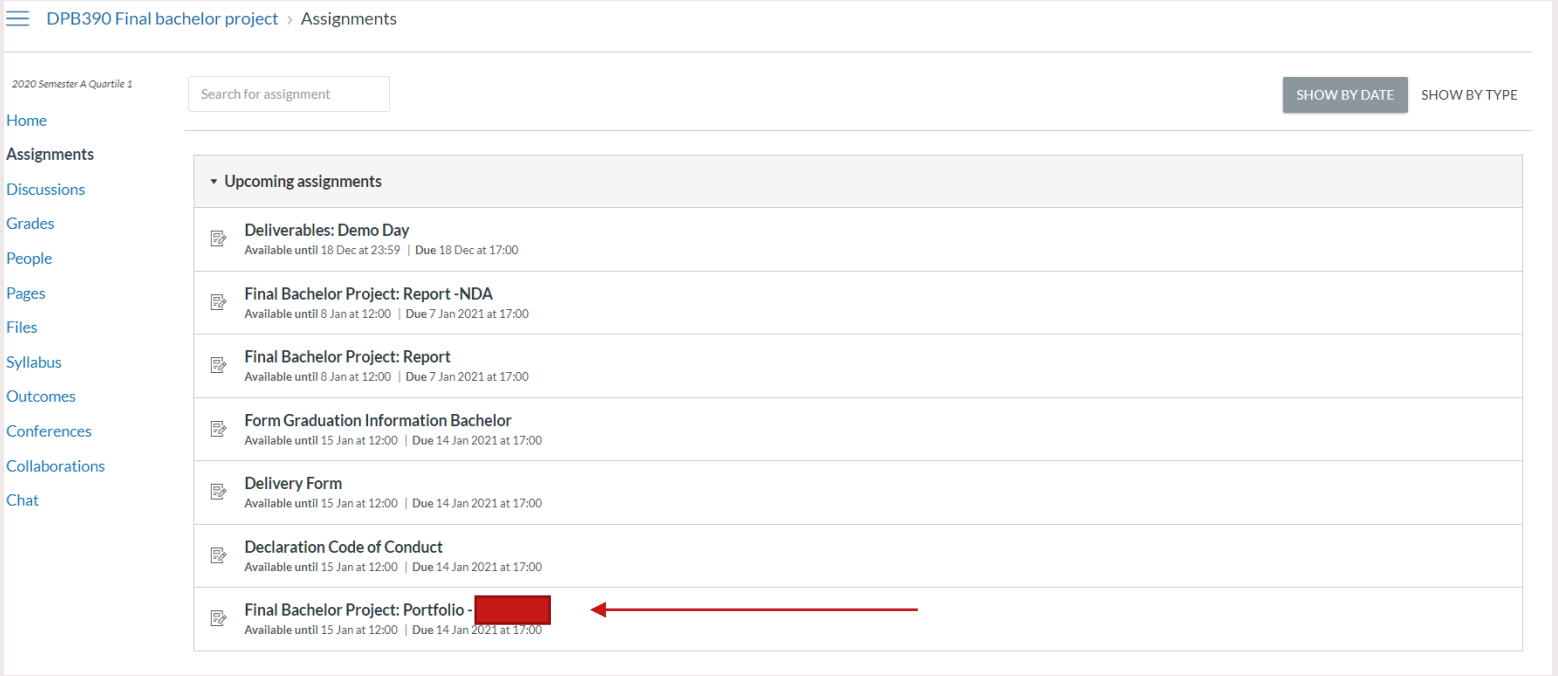
In case you will not be able to submit your deliverables before the deadline due to personal circumstances, please contact your coach and the academic advisor (academic.advisor.Bid@tue.nl) as soon as possible and before the deadline.

In case you deliver your portfolio late and not through Canvas it cannot be assessed!

Only your examiners are able to review your work.

For more information on the portfolio, please see the portfolio information: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/portfolio/

DELIVERABLES | PORTFOLIO



For more information on the portfolio, please see the portfolio information: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/portfolio/

DELIVERABLES | PORTFOLIO

For more information on the portfolio, please see the portfolio information: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/portfolio/

DELIVERABLES | PRESENTATION+ ORAL EXAM

Presentation + Oral Exam | Scheduled between January 25 till January 29, 2021
online

1. ***Presentation (20 min.) (10 min project; 5 min. PI&V; 5 min. Expertise Areas)***
   English
   Balance between project and portfolio
2. ***Oral examination (30 min.)***
   Student + examiners
   Questions on overall development and FBP
3. ***Deliberation (25 min.)***
   Closed session for the examiners

The presentation schedule will be prepared for you and communicated to you via CSA-ID.

Information on the Presentation and Oral exam on the online education guide:
https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/presentation/

DELIVERABLES | GRADUATION

Upload on Canvas | Deadline January 14, 2021, 17:00 h
Next to your portfolio and report you upload files that are needed in order to graduate. You upload these in Canvas page DPB390 – Final Bachelor Project.

- Delivery Form
- Declaration TU/e Code of Scientific Conduct FBP (read the TU/e Code or Scientific Conduct before signing the declaration)

Webform

- Form Graduation Information (you fill this out on the online education guide)

The Declaration TU/e Code of Scientific Conduct FBP and Delivery Form FBP can be found on the download page:
https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/download/
More on Scientific Integrity: https://www.tue.nl/en/our-university/about-the-university/integrity/scientific-integrity/
Information on Graduation and the Form Graduation Information can be found on the graduation page and subpages:
https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/graduation/?L=0

OUTCOMES | GRADE + FEEDBACK

- Final Grade will be published on Osiris, within 5 working days.
- *Grade on a scale of 0-10 in full or half marks, you are graduated with a 6.0 or higher grade.*
- Rubric and feedback will be published on Canvas within 5 working days.

The latest version of the Rubrics Booklet can be found on the download page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/download/

OUTCOMES | RETAKE

Retake

- 'A student has to redo the project if the criterion Design & Research processes is rated as insufficient. A student can do a retake if individual other topics for assessment are rated as insufficient and Design & Research processes is rated as sufficient.' (examination regulations, art. 2a.6 p. 24)

Conditions for Retake

- described by examiners in the final rubrics on Canvas, including deadline and new date for assessment of the retake.
- A personal retake assignment will be created for you on Canvas.
- Deadline for deliverable(s) is 3 weeks (from the moment the results are known)
- 'A retake can be the deliverance of a rewritten report or specific sections thereof, an improved demonstrator, an improved portfolio and/or an improved oral exam with the examiners (at least one of these examiners should be the same).' (art. 2a.6 p. 25 examination regulations)

More information on retake on the FBP assessment page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/?L=0

OUTCOMES | RETAKE

Retake

- Upload your deliverable(s) in Canvas page *DPB390 – Final Bachelor Project*
- Upload your deliverable(s) before the deadline to your personal retake assignment
- The set-up of a possible assessment meeting depends on the conditions
- Do not forget to also upload the delivery form and TUe declaration code of conduct again, since these need to match the retake. There will also be personal assignments created for these retake deliverables.
- Also, please include a letter for your examiner where you explain how you included the retake conditions in your retake deliverable.
- In case of a retake on the report and/or portfolio: please upload it in ***one*** pdf file, with the correct name:
  - B32_Retake_Final report_Last name_Initials_Name project.pdf or NDA_B32_Retake_Final report_Last name_Initials_Name project.pdf
  - Portfolio: B32_Retake_Portfolio_Last name_Initials.pdf
  - ***You have to upload the <u>complete</u> adjusted retake deliverable including a cover letter in which you describe which adjustments you made to live up to the retake conditions.***

More information on retake on the FBP assessment page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/educational-program/curriculum/projects/final-bachelor-project/assessment/?L=0

OUTCOMES | CUM LAUDE REGULATION

- Please refer to the Program and Examination Regulations.
  You can find these on the Downloads page of the online education guide (see link below).

The Program and Examination Regulations can be found on the download page: https://studiegids.tue.nl/opleidingen/bachelor-college/majors/industrial-design/download/

QUESTIONS?

Yolanda Hübner| Academic Advisor
academic.advisor.Bid@tue.nl

Marie-Claire Theunissen| Coordinator Bachelor Program
id.bachelor@tue.nl

THANK YOU!

NOVEMBER 16, 2020

Marie-Claire Theunissen| Coordinator Bachelor Program | id.bachelor@tue.nl