

Mandated tasks EC AI & ES

Art. 1.2, paragraph 2 of the Regulations of the Examination Committee AI & ES 2023-2024

Mandated to	Mandated tasks	Remarks	Starting date	End date
Secretary EC	Verify the composition of the graduation committee for Master graduation projects (Art. 4.5 of the RE).		1 September 2022	31 August 2024
	Approve changes to the extracurricular courses within a study program.	Approved by SPC-AIES 0-02-2023	10 February 2023	31 August 2024
	Approve Top Athletes status and Top Talent status after receiving an extended advice from the student counsellors.	Approved by Chair 19-6-2023	19 June 2023	31 August 2024
Academic advisors	Report extenuating personal circumstances in OSIRIS. For example, in case of additional opportunity to complete a study component.		1 September 2022	31 August 2024
	approve requests to receive grades for the courses of Q1		09 January 2023	31 August 2024
Student counsellors	Standard special facilities (grant extra time, larger font when taking exams, use of non-electronic ear plugs, diabetes measures (glucose meter, medication, food), adapted furniture, use of voice software Kurzweil, exam in low stimulus room (max 5 students per room), possibility to do exercises and walk around during exams, twenty minutes extra exam time due to medical reasons)	ESA central department	1 September 2022	31 August 2024

Study Program Committee	Verify provisional master program of examinations including the advice issued by the mentor (no later than six months after the start) (Art. 3.6, paragraph 6 of the OER).	Consisting of at least two EC members and the secretary, supported by the academic advisors upon request.	1 September 2022	31 August 2024
	Approve the program of examinations and check for coherence and quality as well as to ensure it meets the requirements for a Master's program. This involves the advice of the mentor (Art. 3.6, paragraph 7 of the OER). In case of changes new approval needed.		1 September 2022	31 August 2024
	Grant permission to take an optional degree program (Art. 7.12b, paragraph 1, under c, of the WHW).		1 September 2022	31 August 2024
	Grant an exemption from taking one or more examinations (Art. 7.12b, paragraph 1, under d, of the WHW).		1 September 2022	31 August 2024
	Grant an exemption if it was determined that a study component does not need to be taken. (Art. 3.10, paragraph 4 + 6, OER Ma)	Approved by EC-AIES 30-06-2023	30 June 2023	31 August 2024
	Assess electives (Art. 7.3d of the WHW).		1 September 2022	31 August 2024
	Grant permission to include electives in the curriculum (Art. 3.7, OER Ba and Art. 3.6, OER Ma).		1 September 2022	31 August 2024
	Assess whether non-disciplinary study components can be included in a Master's program (Appendix 3, RE).		1 September 2022	31 August 2024
	Grant approval for the choice of electives within the Master's program (Art. 3.6, OER Ma).		1 September 2022	31 August 2024

	Verify provisional double degree programs including the advice issued by the mentor (no later than six months after the start) (Art. 3.6, paragraph 6 of the OER).		1 September 2022	31 August 2024
Examiners/Supervisors	Approve the proposals for the master's graduation project (Art. 4.5 and Appendix 9B of RE).		1 September 2022	31 August 2024
Daily activities committee	Grant one additional opportunity to complete a study component (RE 2.6)	Consisting of the chair, vice-chair, and the secretary, supported by the academic advisors and the policy advisor when needed.	1 September 2022	31 August 2024
	Grant a quarantined exam (Art. 2.7 of the RE).		1 September 2022	31 August 2024
	Grant an exemption (OER 3.10, RE 2.4)		1 September 2022	31 August 2024
	Grant an extension of the graduation project (RE Appendix 9B)		1 September 2022	31 August 2024
	Registering more than 20 study components per quarter (OER 5.3)		1 September 2022	31 August 2024
Assessment Committee	Safeguard the quality of examinations and the assessment of study components (including the graduation project).	Consisting of at least three EC members and the quality assurance officer. External advisors can be added to the committee.	1 September 2022	31 August 2024
	The assessment committee reports their findings to the Examination Committee and the Program directors.		1 September 2022	31 August 2024