

**POLICY EXAMINERS & ROLE IN TEACHING - DEPARTMENT OF APPLIED PHYSICS**  
**November 16, 2020**

In this policy memorandum by the faculty board Applied Physics, we advise the Examination Committees Applied Physics and Science and Technology of Nuclear Fusion in their appointment procedure of examiners.

The TU/e Regulations of an Examination Committee define the role and of an examiner at our university. An (external) examiner is an official who is responsible for an individual study component of one or more degree programs at TU/e and is appointed by the Examination Committee of the governing department/degree program to assess students by organizing examinations for the study component and determining the results. Also, the Regulations describe in more detail the TU/e Examiner Profile, in terms of knowledge, skills and personal qualities and the appointment procedure.

The basic skills and quality of our teachers is usually governed by the so-called UTQ (University Teaching Qualification) certificate. Tenure-track employees are required to obtain their UTQ after a couple of years after appointment, whereas promotion for others is only possible when possessing the UTQ certificate.

When appointing an examiner, the faculty board advises the Examination Committee to consider the recommendations below, not only for full-time teachers (with UTQ or in the process of obtaining UTQ) but especially also for part-time teachers in our department (not automatically entering the UTQ process). Also a distinction is made between teachers that have entered the department via the regular route of an Advisory Appointment Committee (BAC) where teaching qualifications is an integral part of the PI-matrix (UD/UHD/HL), or teachers that are not affiliated with TU/e or not entering via an Advisory Appointment Committee (BAC).

<b>Teacher's Role in programs Applied Physics / Fusion</b>	<b>Full-time* + BAC</b>	<b>Part-time** + BAC</b>	<b>Full-time* Part-time** NO BAC</b>
<b>Responsible supervisor of bachelor final project or master projects (internship, graduation)</b>	Allowed	Allowed	Not allowed
<b>Responsible teacher of bachelor or master course</b>	Allowed	Allowed for ELECTIVES only, starting UTQ compulsory	Not allowed
<b>Teaching within a bachelor or master course, not as responsible teacher (co-teacher)</b>	Allowed	Allowed	Allowed

*\* full-time: typically > 0.5 fte appointment, \*\*part-time: typically ≤ 0.5 fte*

Please note that the faculty board (after consultation with the program direction) is responsible for the teaching program including the responsibilities, such as the appointment of a responsible or co-teacher for a specific course. On the other hand, the Examination Committee is appointing examiners, in their role as previously described. The common practice in the department Applied Physics is to appoint the full teacher team of a course (responsible teacher and co-teachers) as examiners for that specific course. For research projects in the Bachelor and Master programs, all potential responsible supervisors are appointed as examiners.