

Faculty of Science

Thesis and Placement Regulations – Part A

August 2024

Document management

Version	Date	Discussed with	Type of amendment
0.1	June 2020	Portfolio-werkgroep 'Stages'	Part A Student Placement and Graduation assignment Regulations – draft version
0.2	November 2021	Thesis/placement coordinators	Feedback draft
0.3	January 11, 2022	Thesis/placement coordinators, director of education	Feedback second draft, numbering added, title and terminology
0.4	January 27, 2022	Programme directors, VU Education lawyer	Feedback (partially) third draft
0.5	February 16, 2022	Programme directors	Feedback third draft
0.6	February 28, 2022	VU Education lawyer, BETHCIE, director of education	Feedback fifth draft
0.8	June 30, 2022	Examination Board, Director of Education	Advice Examination Board
1.0	November 30, 2022	Advice OLC and discussed with FGOV	Feedback seventh draft
1.1	February 14, 2023	Discussed with director of Education and MTO	Advice OLC and FGOV, feedback eight draft
1.3	April 2, 2023	Discussed with ODC and FSR	Tenth draft
1.4	May 25, 2023	Discussed with EC and director of Education	Eleventh draft
2.0	September 8, 2023	Adopted by Faculty Board	
2.1	August 23, 2024	Adopted by Faculty Board	Changes in par. 3.2.2, 6.2.6.g and 6.2.10

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1. Preamble

A thesis and/or placement assignment is an important part of the Bachelor's and Master programmes and involves many different aspects, such as theoretical preparation, practical execution, literature survey, report and thesis writing, oral presentation, and participation in the scientific activities of a research department. The rules and regulations outlined below describe, in chronological order, the process of completing the thesis and/or placement assignment from the beginning (the admission) through the actual execution with its supervision to the final stage (assessment and grading). The various stages of the process will be supported by forms and the Thesis and Placement Regulations - Part B, both of which are supplied separately.

These Thesis and Placement Regulations – Part A, together with the Thesis and Placement Regulations - Part B, are designed to secure the quality assurance of the student thesis and placement project. Part A contains the faculty-wide regulations for thesis and placement projects. These regulations apply to all programmes in de Faculty of Science, unless a reasoned deviation is specified in the Thesis and Placement Regulations - Part B (referred to as part B). Rules and regulations that are specific for a particular Master's or Bachelor's programme are provided in a separate document: Thesis and Placement Regulations - Part B. An overview of the process of the thesis and placement project and all its phases is provided in Appendix 1.

The Thesis and Placement Regulations – Part A were approved by the board of the Faculty of Science on august 23th 2024. Every three years the Thesis and Placement Regulations – Part A will be reviewed and revised if needed.

2. Scope and definitions

These rules and regulations:

- apply to all students enrolled in a Bachelor's or Master's programme at the Faculty of Science
- apply to student placements and thesis projects listed in the student thesis and/or placement manual of each Bachelor's and Master's programme
- cover both internal and external placements
- use the following definitions:

a.	Project	A thesis and/or placement assignment.
b.	Placement:	Student placements (internal or external) and internships (minor or major) listed in the student thesis and/or placement manual of a programme.
c.	Internal placement	Placement organized by a VU department or organization that is involved in the programme in which the student is enrolled.
d.	External placement	Placement in companies, research institutes, universities, hospitals, etc. that are not involved in the programme in which the student is enrolled.
e.	Thesis	Thesis (BSc or MSc) and research projects (fundamental or applied) listed in the student thesis and/or placement manual of a programme.

f.	(VU)-supervisor	A supervisor holding a position at Vrije Universiteit Amsterdam or Amsterdam UMC who is responsible for the supervision of the student during the entire project, who has relevant knowledge of the subject, meets the requirements for an examiner of the corresponding programme and is appointed as examiner by the Examination Board.
g.	On-site Supervisor	A supervisor on location with relevant knowledge of the thesis/placement subject.
h.	Second/Third assessor	An assessor (preferably) holding a position at Vrije Universiteit Amsterdam or Amsterdam UMC, who meets the requirements for an examiner of the corresponding programme and is appointed as examiner by the Examination Board. They have not been involved in supervision of the placement/thesis.
i.	Thesis and Placement Regulations - Part B	Programme specific regulations for thesis and placement projects, provided by the programme.
j.	Student thesis/placement manual	Manual for students with information about the thesis/placement project, provided by the programme, either in the form of a readily available separate document or in the form of information on the online learning environment, such as Canvas.
k.	TER/OER	Teaching and Examination Regulations / Onderwijs- en Examenregeling.
l.	Coordinator	The appointed coordinator for the placements and/or theses of a specific programme.

All thesis and placements projects of students enrolled in a Bachelor's or Master's programme at the Faculty of Science take place under the final responsibility of the Faculty.

3. Admission

3.1 Requirements

A thesis/placement must meet the following requirements:

- a. The student:
 - meets the entry requirements for the thesis/placement as described the TER/OER¹
 - is enrolled in the programme of which the thesis/placement is part of
- b. The project has the required academic level and content as defined in Part B. The project must enable the student to learn to conduct independent research under supervision, on a research question that has been clearly defined in advance. A student on a placement may not carry out simply routine work. The project should be feasible.
- c. In case of a placement: the placement host is required to provide the student with a work space and to facilitate the student in carrying out the research project, e.g. by providing the necessary information, data, resources, facilities, cooperation of colleagues, etc.
- d. If a project is carried out by two or more students working together, the individual contributions of each student must be clearly determined in advance, in order to facilitate individual assessment.
- e. The supervisor(s) meet(s) the requirements as set down under 4.1.
- f. A VU-Supervisor (see 4.1 below) is assigned to the thesis/placement project.
- g. Mutual agreements have been made between the student and supervisor(s) on the agreement form, including e.g. deadlines, confidentiality.

¹ For the duration of the transition period, entry requirements could still be described in the Study Guide.

- h. In case approval from the BETHCIE is needed, the approval is needed before a student can start.²
- i. Additional requirements (as described in the relevant Thesis and Placement Regulations - Part B) are met.
- j. The relevant Coordinator and the VU-Supervisor have approved the project.

3.2 Admission process

- 3.2.1 The student must apply for approval of the thesis/placement with the relevant coordinator of the thesis/placement.³ Rules and guidelines for the application are published in Part B. The Coordinator will review the application within ten working days (unless otherwise specified in Part B) and if all requirements are met, the student will receive a written (digital) permission to start the project. The student cannot start a thesis/placement without permission from the Coordinator.
- 3.2.2 In the case of an external placement, a (digitally) signed tripartite internship agreement is required. For an external placement in the Netherlands, the UNL-format for the internship agreement should be used.⁴ It is not permitted to use two different agreements for one placement. It is permitted to make changes in the UNL-format when necessary, with the exception of the sections listed below. Any changes should be carefully considered in comparison to the UNL-format, in order to sufficiently protect the students' and the university's interests and rights. Special attention should be given to issues of liability, confidentiality, non-competition clauses, research data management, privacy, intellectual property and disputes. For changes in paragraphs on these topics (par. 10, 11, 12, 14, 15, 16 and 17 of the UNL-format), permission in advance from the Faculty Board is required. The Coordinator is responsible for the internship agreement and for approving changes in the format.⁵
- 3.2.3 Regarding confidentiality especially, par. 10.2 of the UNL agreement, the coordinator can't deviate without permission of the Faculty Board.

4. Supervision

4.1 Supervisor(s)

A VU-examiner is responsible for the supervision of the student during the entire project. This person is referred to as the **VU-Supervisor**. The daily supervision on location may be carried out under the responsibility of an additional (daily) supervisor. This person is referred to as the **On-site Supervisor**. Preferably, this person holds an academic title. Additional requirements can be set and are specified in Part B.

² The VU-Supervisor is required, preferably together with the student, to fill out [the self-check](#) provided by BETHCIE (the ethics review committee of the Faculty of Science) When the research involves human participants.

³ This can be a coordinator with this roll. This does not have to be a programme coordinator.

⁴ <https://surfdrive.surf.nl/files/index.php/s/5Voa2wb0Vt7gESv>

⁵ In case another national framework agreement (e.g. NFU) is already implemented it may be used instead.

4.2 Go/No Go Evaluation

- 4.2.1 In case the student writes a research proposal for a project a Go/No Go evaluation is made in a timely manner on basis of the criteria that are described in Part B. The aim of the Go/No Go evaluation is to decide whether the project and the student have enough potential to continue.
- 4.2.2 The evaluation is at least based on:
- a. Written material (as described in Part B) by the student, including the (final) research proposal.
 - The research proposal should include a consideration of possible ethical issues with regard to the research.
 - The research proposal should include a data management plan. An example of guidelines for a data management plan is included in Appendix 3.
 - b. In case of a placement: execution of the project during the initial stage. This includes the feasibility of the placement, but also the execution and academic attitude of the student.
 - c. In case an evaluation is not needed Part B describes how 4.2.2a is implemented instead.
- 4.2.3 The evaluation is carried out under responsibility of the VU-Supervisor, unless otherwise specified in Part B. If an On-site Supervisor is appointed, The VU-Supervisor will ask the On-site Supervisor for their judgement on the students' performance for the time the student has been working on the placement and to fill in the Go/No Go evaluation form.
- 4.2.4 The student has to submit the Go/No Go evaluation of the project within the period that is presented in Part B. The Go/No Go evaluation will be completed within five working days, unless otherwise specified in Part B.
- 4.2.5 The outcome of the evaluation will be recorded on a Go/No Go evaluation form as present in Part B.
- 4.2.6 Possible outcomes of the Go/No Go evaluation are:
- a. If it is decided that the project and/or the student does not have sufficient potential for a successful continuation, the outcome of the evaluation will be a 'No Go' and the project will be terminated.
 - b. If the VU-Supervisor judges that (minor) adjustments may lead to a potential successful project, the outcome will be a 'go after revision'. The student can apply for a renewed evaluation according to the criteria and period stated in Part B. Subsequently, a new Go/No Go evaluation is made.
 - c. If the VU-Supervisor decides that the project and the student does have sufficient potential for a successful continuation, the outcome of the evaluation will be a 'Go'. This means the project can be continued, but, of course, it does not guarantee that the project will be successful.

The student has the right to appeal to the outcome of the Go/No Go evaluation with the Examination Board.

5. Duration, extension and (premature) termination

- 5.1 The time allocated for the project includes the entire process of writing the thesis (drafts and final version) and (preparing) the oral and/or poster presentation.
- 5.2 The study load of the project is stated in the TER/OER.
- a. If the project's study load is variable, this should be stipulated in the TER/OER. The TER/OER should then also describe who is authorized to determine the number of EC awarded for a specific student project. All deviations from the study load stipulated in the TER/OER have to be approved by the Examination Board.
 - b. A credit equals 28 hours. All assumptions with regard to the completion of a student thesis/placement are made on the basis of a five-day working week. A full week is equivalent to 1.5 credits or 42 hours. This means a 30 credit project spans a period of 20 weeks, including preparation and reporting. The student, VU-Supervisor and Coordinator can make mutual agreements on part-time work, unless otherwise specified in Part B and only if this accords with the planning of the programme plan (e.g. the student has finished the work before the programme's 'come back day' or 'final presentation day').
- 5.3 A project shall terminate:
- a. at the end of the agreed period;
 - b. as soon as the student ceases to be registered as a student of the university;
 - c. by mutual consent; or
 - d. in the event that the placement host goes insolvent, is granted a moratorium on payments or its legal persona is dissolved.
- 5.4 When the project does not include a placement: the university is entitled, after hearing the student and after having applied the provisions of art. 9, to prematurely terminate the project if, in its view, the student has not followed rules or instructions, has failed to fulfil their obligations, or is otherwise behaving such that the supervisors cannot reasonably be required to continue their cooperation with the project. The termination should be registered in the applicable administrative system.
- 5.5 When the project includes a placement:
- a. The placement host shall be entitled to terminate a placement immediately after having heard the VU-Supervisor and the student involved:
 - i. in the event that the placement host is of the opinion that the student repeatedly fails to comply with its rules or instructions in spite of a warning and/or behaves in such other way that the placement host cannot reasonably be required to continue to assist with the placement;
 - ii. should the student fail to comply with their duty of non-disclosure in relation to the placement host pursuant as stipulated in the placement agreement.The placement host shall immediately notify the VU-Supervisor of a decision referred to in Subclause (i) or (ii) through the intervention of the On-site Supervisor.
 - b. The university shall be entitled to terminate a placement immediately and to call upon the student to return after having heard the On-site Supervisor and the student involved:
 - i. in the event that the university is of the opinion that the placement does not comply with the educational objectives, is otherwise not proceeding in accordance with

- what is stipulated in the placement agreement or the student cannot reasonably be required to continue their placement with the placement host;
- ii. where regulations governing privacy and harassment have been contravened. The university shall immediately notify the On-site Supervisor of such a decision through the intervention of the VU-Supervisor.
 - c. After consulting the VU-Supervisor and the On-site Supervisor, the student shall be entitled to cancel the placement immediately in the event that the student cannot reasonably be expected to continue with their placement.
- Any premature termination should be registered in the applicable administrative system.

5.6 If a Master's project is proceeding successfully and more results can be obtained by extending the research, an extension can only be granted within the restrictions concerning the availability for electives found in the OER/TER. Such an extension is subject to permission from the Examination Board. Otherwise, credits are not awarded for extra time spent on a student thesis/placement.

6. Assessment

6.1 Assessors

- 6.1.1 Final assessment of the project is undertaken by the **VU-Supervisor** and a **Second assessor**, unless otherwise specified in Part B. Both the VU-Supervisor and the Second assessor are appointed as examiners by the Examination Board of the study programme. An additional requirement for the Second assessor is that he or she has not been directly involved in supervision of the project. Their task is to provide an independent assessment of the final report. The placement/thesis coordinator of the study programme will check whether the assessors are appointed by the Examination Board before assessment takes place.
- 6.1.2 Both assessors will make an independent assessment at the same time, on separate forms. Afterwards, the assessors discuss their individual assessments to come to an agreement about the grades for the applicable assessment categories. The VU-Supervisor is the designated first examiner who determines the grades. However, they should always take into account the Second assessor's individual assessment and come to a mutual agreement about the grading.
- 6.1.3 If an On-site Supervisor is appointed, the VU-Supervisor will take the assessment of the On-site Supervisor into account in the final assessment. The VU-Supervisor will ask the On-site Supervisor to assess the students' performance and will provide them with instructions, guidelines and an evaluation form (included in Part B) to give their feedback on the student's attitude and execution and research skills.

6.2 Assessment procedure

- 6.2.1 The student hands in the final thesis/report according to the procedure that is described in Part B.
- 6.2.2 After the final thesis/report is handed in, The VU-Supervisor and Second assessor check if it meets the general requirements.

6.2.3 If no final version of the thesis/report is handed in before the deadline, the VU-Supervisor and Second Assessor will assess the latest draft version.

6.2.4 The final assessment is based on the following categories:

1. Final work, thesis or otherwise agreed end product (sometimes referred to as final report)
2. Oral and/or poster presentation
3. Execution and research skills
4. Academic attitude

The Thesis and Placement Regulations – Part B of a study programme may require additional categories for assessment. The criteria for the assessments, the relative contribution of the categories to the final grade and assessment forms are presented in Part B.

6.2.5 The VU-Supervisor assesses all four categories. The Second assessor provides an assessment of the final report and, possibly on other categories (see Part B).

6.2.6 Regulations with regard to the final work:

- a. The final work (e.g. thesis) will be written in the language of tuition of the programme, Dutch or English, unless Part B permit otherwise.
- b. The final work must meet the requirements as described in the Part B.
- c. If a project is carried out by two or more students working together, each student is assessed individually on the basis of their own report.
- d. The VU-Supervisor and student have agreed on the number of drafts that will precede the final version, not more than two drafts are permitted.
- e. The definitive version must be uploaded to the appropriate website, application or if not available submitted to the VU-Supervisor and the Second assessor before the date that has been set beforehand, in accordance to the procedure described in Part B, or the date that has been agreed on (generally the end of the project period).
- f. Both the VU-Supervisor and the Second assessor review the report as soon as possible, but at the latest within the period that is set in the TER/OER Part A.
- g. In case of the following situations, a third assessor is needed to assess the final report:
 - The difference between the individual marks of the VU-Supervisor and the Second assessor is 2.0 or larger (on a scale of 1-10). In some programmes the difference between the two individual marks is set at a value smaller than 2.0. This value should be stated in the Part B of that programme.
 - Either the VU-Supervisor or the Second assessor judges the report as insufficient. The third assessor will determine whether the report is sufficient or not.
 - The VU-Supervisor and Second assessor fail to come to an agreement about the grade.
- h. In the case a third assessor is appointed, they will be appointed as the examiner and as such decide on the final grade.
- i. If the student has failed the assessment, the student can request for one re-submission of the final report within ten working days after registration of the final grade. The assessors will decide on the deadline for the student to hand in an improved version, in accordance with the maximum time period for a re-submission stated in Part B. The time period allowed for re-assessment is the same as for the first submission.

6.2.7 Regulations with regard to the presentation:

- a. The student will present their report orally to an academic audience, according to the guidelines that are described in Part B, taking into account possible restrictions due to a confidentiality agreement.
 - b. This oral presentation will be assessed by the VU-Supervisor. If an On-site Supervisor is appointed, and is present at the oral presentation, the VU-Supervisor will take the assessment/feedback of the On-site Supervisor into account.
 - c. If the student has failed the oral presentation, the student can request for one resit of the presentation within ten working days. The assessors will decide on the date (generally ten working days, but the time for revision may be longer during the months July and August).
- 6.2.8 Regulations with regard to execution and research skills:
- a. The student's execution of the project, demonstrating their research skills, will be assessed under responsibility of the VU-Supervisor. The criteria are described in Part B.
- 6.2.9 Regulations with regard to academic attitude:
- a. The academic attitude of the student during the project will be discussed regularly with the student by both the VU-Supervisor and/or the On-site Supervisor.
 - b. If students do meet the criteria for academic attitude as set in the Thesis and Placement Regulations – Part B, this item will result in a pass (rated as sufficient or good), otherwise the result will be a fail (rated as insufficient). No marks will be given on this item.
- 6.2.10 Only if all categories are assessed 5.5 or higher by the VU-Supervisor and Second assessor, will the thesis/placement be regarded as sufficient. In addition, the student has to pass the category attitude.
- 6.2.11 The final grade is calculated from the marks given for each assessment category according to the weighting as described in Part B. The final mark should be rounded to whole or half marks, in accordance with the regulations stipulated in the TER part A (par. 3.6). After the final grade is determined by the first assessor, in accordance with art. 6.1.2, the final grade, together with other administrative details, may be filled in on the final assessment form (Appendix 2, paper or electronic form) by the coordinator.
- 6.2.12 The rules that are described in the TER/OER for re-sits do not apply for thesis/placement projects. When the final judgement of the project after re-submission of the thesis/report or presentation is insufficient, the student will have to redo the project completely on another subject and with different supervisors and assessors.
- 6.3 Administrative procedure for registration of the final grade**
- 6.3.1 The VU Supervisor completes the final assessment form with the final grades, substantiated with the feedback of both assessors. The supervisor sends the forms (the forms of the two assessors and the final assessment form) to the Coordinator, who hands in the forms for registration. The deadline for registration is set in Part B.
- 6.3.2 The Education Office will register the final grade after all necessary documents have been provided. These documents include:
- The final assessment form with the final grade (must be delivered by the Coordinator)
 - The assessment forms as filled out by the assessors (must be delivered by the Coordinator)

- The final report (either delivered by the student or the Coordinator, as described [Part B](#)) In the case of paper forms, the final assessment form and the assessment forms, as filled out by the assessors, need to be signed, scanned and submitted to the Education Office.

6.3.3 The registration date of the final grade equals the date the student submitted their final report.

6.3.4 The assessment forms will be archived by the Education Office in accordance with the law. The final assessment form will be visible for the student. The two assessment forms filled in separately by the two assessors will be archived but will not be accessible for the student.⁶ They can be made available to committees for audit and accreditation purposes.

7. Responsibilities

7.1 VU-Supervisor

7.1.1 The VU-Supervisor has primary responsibility for the overall supervision of the project, assisting in formulating the project description and in particular supervising the realization of the end product within the agreed time period (i.e.: providing feedback to the student on the research proposal, the drafts and the final report and presentation). The VU-Supervisor is also responsible for the tasks of the On-Site Supervisor (see below) if no On-site Supervisor is appointed.

7.1.2 The VU-Supervisor reviews the progress of the project and fills-in the Go/No Go form, taking into account the feedback from the On-site Supervisor if applicable. The VU-Supervisor then decides whether or not the project and/or the student have sufficient potential to attain an acceptable level.

7.1.3 At the end of the project the VU-Supervisor assesses the project. The VU-Supervisor is the appointed first examiner for the project. In determining the final grade, the supervisor takes into account the individual assessment of the Second assessor by coming to a mutual agreement on the grade. If an On-site Supervisor is appointed, the VU-Supervisor will ask the On-site Supervisor for their assessment of the student's performance.

7.2 On-site Supervisor

7.2.1 The On-site Supervisor is responsible for daily supervision and coaching of the student during a placement (e.g., arranging the necessary work facilities at the host organization, assisting in finding background information on the subject being studied; assistance in the formulation of the problem, arranging the student's attendance of meetings within the organization).

7.2.2 The On-site Supervisor is expected to have (at minimum) weekly supervision/coaching sessions with the student. Additional requirements with regard to supervision, coaching and evaluation can be set and are described in [Part B](#).

⁶ The current systems used by the Education Office do not yet support this procedure. However, this procedure will be taken into account when developing the new system (DOE-project).

7.2.3 The On-site Supervisor will provide the VU-Supervisor and student with feedback on the student's attitude and execution of the project before the 'go-no go', and at the end of the project, thereby contributing to the assessment of the project. The on-site supervisor provides the feedback by filling out the Go/No Go form and the final assessment form (both included Part B). At both instances there is consultation between the VU-Supervisor and the On-site Supervisor, to discuss the On-site Supervisor's feedback.

7.3 Second assessor

The Second assessor reviews the final report and provides an independent assessment. The second assessor discusses this assessment with the VU-Supervisor with the purpose of coming to a mutual agreement on the final grade of the thesis, report or otherwise agreed final work.

7.4 Third assessor

If, in accordance with art. 6.2.6 g, a third assessor is necessary, the third assessor is the examiner who determines the final grade.

7.5 Student

The Student has the responsibility to make the best possible use of the thesis/placement opportunity and actively participate in the learning process. This includes being able to independently formulate personal learning objectives, to monitor the student's own development and keep track of time allocated to the project, to process feedback from the supervisors and to reflect on their own functioning. The student is expected to take initiative in scheduling meetings with the VU-Supervisor. Furthermore, the student should comply with the rules or instructions of the placement host and comply with their duty of non-disclosure in relation to the placement host pursuant as stipulated in the placement agreement.

7.6 Coordinator

7.6.1 The Coordinator assists the student in finding a project/placement.

7.6.2 The Coordinator is responsible for the validation of the level and content of the project, the supervisors, the agreements that have been made, the assessors and administrative processing of the final grade.

7.7 Examination Board

7.7.1 The Examination Board has final responsibility for the quality of the assessments (of the projects).

7.7.2 The Examination Board can carry out its own investigation to determine whether a project meets the subject-related and didactic requirements in terms of quality and whether the assessment of the project meets the relevant requirements. The Examination Board has the authority to reject a thesis/placement as the final (graduation) assessment of the programme on the grounds of insufficient quality or level. It also has the right to review the assessment.

7.8 Programme Director

The Programme Director has the responsibility that a student thesis/placement manual is available for the students.

8. Thesis and Placement Regulations – Part B

The document ‘Thesis and Placement Regulations - Part B’ must be available for every study programme and must at least include:

- admission requirements
- criteria for the content and quality of the project
- an application and agreements form
- procedure and criteria for the Go/No go decision
- Go/No go evaluation form
- a data management plan that adheres to the FAIR principles
- requirements for the final work (e.g. thesis, product, report)
- guidelines for the oral presentation
- assessment criteria
- assessment forms
- the relative contribution of the items mentioned in 6.2 to the final grade
- time-line for the project
- any reasoned deviations from the regulations set in Part A

The ‘Thesis and Placement Regulations - Part B’ will be developed by the Programme director. The Programme Committee and the Examination Board have to give (formal) advise. After the advise has been given, the Faculty Board has to approve Part B.

9. Disputes

- 9.1 Should any difficulties arise during the project, the student and the On-site Supervisor (or the VU-Supervisor if there is no On-site Supervisor) shall first endeavour to resolve them through close consultation.
- 9.2 In the event that consultations between the student and the On-site Supervisor do not produce a solution that is acceptable to both parties, any such dispute may be brought before the VU-Supervisor.
- 9.3 In the event that the On-site Supervisor, VU-Supervisor and student fail to resolve the matter, the dispute may be brought before the Coordinator. The Coordinator can arrange mediation or additional personal supervision to assist the student. If necessary, the study advisor may be asked to advise on the case.

10. Travel and accommodation expenses

Travel or accommodation expenses for projects are generally not reimbursed by the Faculty. If applicable, departmental regulations on grants for fieldwork and field trips should be stated in part B.

11. Safety

- 11.1 Students and supervisors are required to comply with the safety policy in operation at the Faculty and/or organization offering a placement. In the event that the project involves fieldwork, this is governed by the rules laid down in the Faculty policy document 'Regulations for Safety in Fieldwork'.⁷
- 11.2 All students travelling abroad for study purposes must register for their period abroad (see information on VUnet from the International Office).⁸ For studying abroad, the procedures described in the document 'International policy in case of crisis' apply.⁹ This means, among other things, that the (negative) travel advice from the International Office is binding. All students departing abroad have to agree with the crisismanagement policy of Vrije Universiteit Amsterdam before departure and take the emergency card (with VU emergency phone numbers) with them (available at VUnet International Office or outgoing@vu.nl).

12. Liability

- 12.1 Students are expected to take no unnecessary or undue risks, provided that they have received proper instructions. When they do take unnecessary or undue risks, the damage they cause, both to themselves as well as to third parties, is for their own account and risk.
- 12.2 Vrije Universiteit Amsterdam has liability insurance that covers the University's liability for students during standard work placements.
- 12.3 Students are obliged to insure themselves for liability. This can take the form of standard personal liability insurance.
- 12.4 The organization offering the placement is required to accept liability for any injury, accident or harm that befalls the student during, or in connection with their presence at the organization, or in connection with the execution of their duties insofar as the injury, accident or harm can be attributed to the organization offering the placement. With regard to any issues of liability, the Dutch laws and regulations that apply to employees equally apply to interns and placements.
- 12.5 The University accepts no liability whatsoever for any risks which are not covered by the above-mentioned insurance held by Vrije Universiteit Amsterdam.

⁷ <https://surfdrive.surf.nl/files/index.php/s/zmxDNxmjERGtnTS>

⁸ <https://vu.nl/en/student/studying-abroad/international-travel-policy>

⁹ Ibid.

Appendix 1. Phases in thesis/placement project – overview (voorbeeld)

<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>outcome and next step</i>
Admission, Step 1	Examination Board identifies examiners	1 September	Examination board	List of examiners	
Admission, Step 2a Setting up the project	Student drafts project, finds internship (if applicable), VU-Supervisor and/or On-site Supervisor (if applicable).	See Thesis and Placement Regulations - Part B	Coordinator		If supervisors or project do not meet requirements -the student must find another placement/project and/or different supervisors
Admission, Step 2b (if applicable) Setting up the project	Student registers online in VU-net for a placement/project abroad	Before making agreements	International Office		If IO does not advise positively, another location must be found
Admission, Step 3 Making agreements	Student makes agreements with the VU- Supervisor and On-site Supervisor.	See Thesis and Placement Regulations - Part B	--	Application and Agreements form (in Thesis and Placement Regulations - Part B)	
Admission, Step 4 Application for the project	Student applies	See Thesis and Placement Regulations - Part B	Coordinator (within ten working days, unless part B)	1. Application and Agreements form (in placement manual Part B) 2. Short project description	If not satisfactory or complete, the student gets another five working days to rectify. If agreed the student receives a written approval and starts with the project
Admission, Step 5	Coordinator	Before project start	--	Administration	Tracking of the project
Go/No Go	a) Student hands in evaluation request.	See Thesis and Placement Regulations - Part B	See Thesis and Placement Regulations - Part B	Required written material, including research proposal and part B	
	b) Assessor hands in Go/No Go evaluation	Within 5 working days	See Thesis and Placement Regulations - Part B	Go/No Go evaluation form (in Thesis and Placement Regulations - Part B)	Go, go after revision or termination.
<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>outcome and next step</i>
Assessment, Step 1	Student or Coordinator (as described in Thesis and Placement Regulations - Part B)	As stipulated in the agreements and Thesis and Placement	VU-Supervisor and Second assessor	General requirements described in Thesis and Placement Regulations - Part	If no final version is handed in before the deadline, the latest draft version will be assessed: on to the next phase.

	uploads on website or hands in final version of report to VU-Supervisor and Second assessor	Regulations - Part B		B	If final version is handed in – on to the next phase.
Assessment, Step 2a Assessment	On-site Supervisor hands in feedback on attitude and execution Coordinator or VU-Supervisor or On-site Supervisor organises audience Student gives oral presentation	As stipulated in the agreements and Thesis and Placement Regulations - Part B	VU-Supervisor and Second assessor	Final version of report Assessment form for the VU-Supervisor Assessment form for the Second assessor Guidelines and forms for feedback of On-site Supervisor and audience	If the marks of the VU-Supervisor and the Second assessor differ 2.0 or more or when one assessor judges the report as insufficient, a third assessor is appointed to assess the report –on to step 2b If no third assessor is required: Filled in forms are forwarded to the Coordinator – on to the step 3
IF NECESSARY Assessment, Step 2b Additional Assessment – third assessor	Coordinator hands in final version of report to Third assessor	Within the period that is set in the TER/OER	Third assessor assesses and sets a mark for the final report	Final version of report Assessment form for the the Second assessor	Filled in forms are forwarded to the Coordinator – on to the step 3
Assessment, Step 3 Final assessment form	VU-Supervisor fills in final assessment form and sends forms to Coordinator		VU-Supervisor	Form: Final Assessment of the student thesis/placement (Appendix 2) According to rules set out in paragraph 5.2	Outcome is communicated to assessors and student
Assessment, Step 4 Finalization	Coordinator hands in assessment forms Student or Coordinator hands in final report (digital) Programme Administration registers final grade, archives report and assessment forms	As stipulated in the agreements and Thesis and Placement Regulations - Part B		Final assessment form and the other relevant assessment forms. Final report in digital form	Registration of final grade

Appendix 2 - Final Assessment of the student thesis/placement (voorbeeld)

Administrative details of the student

Name		Student No.	
e-mail		Tel.no.	

Administrative details of the thesis/placement

MSc/BSc programme		Specialisation	
Code and EC's		Date of submission final report	

Assessors

The assessors must meet the requirements as set in Thesis and placement Regulations - Part A.

Name of the VU-Supervisor:

Name of the Second assessor:

Final Grade

Report VU-Supervisor	mark in number (1-10)=	(a)
Report Second assessor	mark in number (1-10)=	(b)
Report Final	Average of (a) and (b)=	
Presentation	mark in number (1-10)=	
Execution and research skills	mark in number (1-10)=	
Academic attitude	Good / Sufficient / Insufficient *	<i>* please indicate</i>
Final Grade in number (<i>in whole or half numbers</i>)		
Final Grade in writing:		

Date	
Signature Coordinator	

The study secretariat registers the final grade when the complete assessment dossier has been handed in (digitally). This dossier includes:

- The final assessment form with the final grade and the relevant assessment forms (to be delivered by Coordinator)
- The final report (to be delivered by student or Coordinator)

The final assessment form and the assessment forms as filled out by the assessors need to be signed, scanned and submitted to the study secretariat.

Appendix 3 – Example of guidelines for a data management plan (voorbeeld)

This example is copied from the information document the Master's programme MPA provides to its student on ethical approval and data management: '2021 – MPA Internships – Ethical approval + DMP – Student – V2' (p. 8-12)

<https://surfdrive.surf.nl/files/index.php/s/fGxaI5xS4uDwMH2>

Thesis and Placement Regulations – Part B

B Computer Science

Faculty of Science

Programme details

ISAT code (CROHO)	50426
Number of credits	180 EC
Duration of the programme	3 years
Programme Director	Jacopo Urbani
Thesis/placement Coordinator	Jeewanie Jayasinghe
Type of project(s) applicable	Bachelor Project Computer Science
Code(s) of applicable project(s)	XB_40001

1. Introduction

This document contains the programme specific regulations for thesis/placement projects. These are supplementary to the faculty-wide regulations set down in the Thesis and Placement Regulations – Part A. The Thesis and Placement Regulations – Part B also specifies possible reasoned deviations from the faculty-wide regulations. The Thesis and Placement Regulations – Part B were approved by the Faculty Board on 23 August 2024.

2. Admission

Before starting the Bachelor Project Computer Science (XB_40001), students must have completed at least 120 EC of the Computer Science Bachelor's programme. Exemptions to this requirement may only be granted under extenuating circumstances and need to be approved by the Faculty Board.

Procedure: The student will apply for a project with a potential supervisor. The potential supervisor will review the application within ten working days and if agreement about the project is reached, the student will receive written (digital) permission to start the project. In case of an external placement, an internal supervisor should have approved the project proposal before the student can start the internship.

Admission criteria for the thesis/placement project (additional to those specified in Part A) are listed in the table below.

The mutual agreements between the student and the supervisor(s) are described in the Agreement Form included in Appendix 1.

Reasoned deviations from the regulations regarding admission set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason
In deviation from 3.1b in part A, students are required to fulfil the learning objects of the final project as specified in the TER/OER. In practice, this means that internship placements are possible without a research objective.	3.1b	Internship placements do not need to contain an extensive research component in some programmes.
In deviation from 3.1h in Part A, with permission of their VU supervisor, students may start their project if ethics permission has been applied for but BETHCIE does not reach a decision within 10 working days. In this case, the experiments that require ethics permission must be postponed until permission has been granted. If permission is denied, the VU/UvA supervisor can modify the project so as to accommodate BETHCIE's concerns.	3.1h	For efficiency's sake
In deviation from 3.1j in part A, the approval of project proposals will be delegated to supervisors of the projects.	3.1 j	There is no coordinator who can take care of this

<p>In deviation from 3.2.1 in part A, the following applies. The student will apply for a project with a potential supervisor. The potential supervisor will review the application within ten working days and if agreement about the project is reached, the student will receive a written (digital) permission to start the project. In case of an external placement, an internal supervisor should have approved the project proposal before the student can start the internship.</p> <p>The 10 day deadline does not apply. We need a deadline of 10 working days and if the teacher is on holidays, those days do not count.</p>	<p>3.2.1</p>	<p>There is no coordinator who can take care of this.</p> <p>For efficient processing of our highly heterogeneous projects, we prefer a 10-working-day deadline (excluding the days in which the teacher is on holiday).</p>
<p>In deviation from 3.2.2 in part A last sentence, the internship agreement will be signed by a person that has been appointed by the management team of the department.</p>	<p>3.2.2</p>	<p>Has been decided by the Faculty Board and Management Team</p>

3. Requirements

3.1 Requirements for the thesis/placement project

A wide variety of projects is allowed for the Bachelor Project Computer Science:

- Individual research projects conducted at the department;
- Group research projects conducted at the department;
- Internship research projects conducted at external companies;
- Group internship research projects conducted at external companies.

The nature and scope of the projects may vary from fundamental to applied but they are all aligned with the learning objectives of the Bachelor Project Computer Science and lead to a final thesis which two examiners individually assess. The Bachelor Project Computer Science always includes a research component and classifies as a 300-level course in the VU system. It runs in periods 5 and 6 of year 3. Students may also decide to do their project in semester 1.

The supervisor determines the specific content and requirements of the projects. The projects reflect the research profile of the different research groups involved with the Bachelor Computer Science and build up on the content of the courses offered in the programme.

Students can do internal research projects or internships at external organisations like companies. Projects conducted at external locations must be approved by a VU staff member and are assessed by two VU examiners. The On-Site Supervisor at the external location can only act as a daily supervisor and is not allowed to grade the final thesis.

More details are provided in the Thesis Manual and on the Canvas page of the Bachelor Project Computer Science.

The following requirements for the thesis/placement project (additional to those specified in Part A) apply: Not applicable

3.2 Requirements for external placements

The VU supervisor must approve the internship project beforehand and ensure that the project meets all learning outcomes of the Bachelor Project Computer Science. There are no specific requirements concerning facilities or other features of the external location where the internship takes place.

The following requirements for external placements (additional to those specified in Part A) apply: No additional requirements.

- a. In deviation from 5.5 in part A last sentence, premature termination should be reported to the internship coordinator, who will proceed by giving “NS” (no show) as grade.

3.3 Requirements for the On-site Supervisor

There are no specific requirements regarding the frequency of contact between the On-Site Supervisor and the VU Supervisor at the programme level. The VU Supervisor determines the agreements in accordance with the On-Site Supervisor.

The On-Site Supervisor provides feedback and input to the VU Supervisor but is not involved in the assessment and grading of the final thesis.

The following requirements and expectations regarding the On-Site Supervisor (additional to those specified in Part A) apply:

- a. Supervisors of BSc projects should at least have an MSc degree.

4. Timings and deadlines

A document) containing an overview of project topics is made available to the students in semester 1.

Students contact the supervisors who proposed the topics and agree that they will work together. The Bachelor project CS officially starts in period 5. All students who meet the requirements to start a project but have not yet found one should contact the coordinator to find a suitable project.

Throughout the development of the project, feedback is provided during the (online) meetings, and via email. Students can expect about 30 minutes of individual supervision every two weeks, with additional email communication as needed. For group meetings, students can expect a bi-weekly plenary meeting lasting approximately 2 hours, with additional email communication as needed.

Students are required to submit their thesis and do their presentation at the end of period 6. Students may agree on a later deadline with their supervisor, as long as the final assessment form and graded thesis are submitted to the Education Office by July 31.

Students may also do their bachelor project in semester 1. Students who do their project in semester 1 are required to submit their thesis and do their presentation in period 3. The final assessment form and graded thesis must be submitted to the Education Office by January 31.

More details are provided in the Thesis Manual and on the Canvas page of the Bachelor Project Computer Science.

Reasoned deviations from the regulations regarding the timeline set in Part A:

Programme-specific regulation	Deviates from paragraph in Part A:	Reason
A supervisor may terminate a project if it has not been finished within 6 months after the planned period.	5.3a	To prevent unreasonable, extended burden on supervisors

5. Go/No Go evaluation

5.1 Requirements for the Research Proposal

If students write their own research proposal, they must submit it within 8 weeks from the start of the project. If the research topic is provided by the supervisor, then no formal go/no go evaluation takes place. More information about the requirements is provided in the Thesis manual and on the Canvas page of the bachelor project Computer Science.

Students do not receive a grade for the proposal, but a go/no go mark. In case of a go, they can continue with the project. In case of a no-go, they need to rewrite the proposal and submit it again. Another evaluation takes place. If the proposal is again insufficient, the project fails and the grade NVD is registered. Another evaluation takes place. If the proposal is again insufficient, the project fails and the grade NVD is registered. No assessment form is used for the proposal.

The research proposal should fulfill the following requirements (additional to those specified in Part A): *not applicable*

Reasoned deviations from the regulations regarding the research proposal set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason
A data management plan is not required in the project proposal. It is the responsibility of the supervisor and coordinator to make sure that the student research is in line with the data management regulations. A link to the Research Data Management LibGuide from the VU library is shared with the students on the Canvas page of the Bachelor Project CS and students have to read it and reflect on it.	4.2.2a	For efficiency's sake

5.2 Procedure and criteria for the Go/No Go evaluation

Procedure: Within 8 weeks from the project's start, the students submit a project proposal to the supervisor, via the means described on the Canvas page. The supervisor should explicitly approve the proposal via Canvas. Approval is considered as a Go-decision. If the supervisor judges that (minor) adjustments may lead to a potentially successful project, the student is given two weeks to adjust the project proposal to get approval. If the supervisor judges that no approval can be given, the project will be terminated. The student should start a new project.

The Go/No Go evaluation is done according to the following assessment criteria:

- a. The project proposal adheres to the criteria specified in the TER.
- b. The supervisors assess that the project and the student have sufficient potential for a successful continuation

There is no form for the go/no decision for the Bachelor Project Computer Science, but instead, explicit approval of the project proposal is given (via Canvas).

More information is provided in the Thesis manual and on the Canvas page of the bachelor project Computer Science.

Reasoned deviations from the regulations regarding the Go/No Go evaluation set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason
The deadline for Go/No-go deliverables is specified in the project proposal (two weeks).	4.2.4	A 5-day deadline is not achievable. Two weeks is more feasible.
No form for the go/no decision	4.2.5	Using an additional form would create too much extra work.

6. Assessment

6.1 Assessment categories

The final assessment of the thesis/placement project is based on the following categories (as described in the Thesis and Placement Regulations – Part A, par. 5.2.4):

1. Final report (40% of final grade)

Research question Description of the research question. Explanation of its importance and relationship with the area of interest. Description of and comparison with relevant literature.	20%
Content Motivation for the chosen research approach, description of the work, and analysis of the results.	40%
Readability Quality of the academic writing style. Use of illustrations and examples. Consistency and logical flow of the argumentation. Structure, organization, and layout of the thesis.	20%
Conclusion Discussion of and critical reflection on the work, as well as its ethical implications, limitations, and possible future work.	20%

2. Presentation

Presentation skills Clarity and organization of the presentation. Use of media. Use of language and non-verbal communication. Duration.	60%
Content Mastery of the subject matter. Quality of the content. Response to questions and final discussion.	40%

3. Execution and Research skills, Academic attitude

Result Quality of the achieved results.	50%
Insight Level of academic thinking, creativity, and critical reflection on the work.	30%
Planning Timeline and meeting of deadlines. Contact with the supervisor(s). Response to feedback.	10%
Independence Independence and initiative shown during the project.	10%

6.2 Requirements for the Final Report

Students graduating in semester 2 must submit the final version of their thesis, written in English, at the end of period 6. Students graduating in semester 1 must submit the final version of their thesis, written in English, at the end of period 3. The thesis must be uploaded on Onstage (if Onstage is not available, then canvas will be used instead).

The paper includes 10 to 20 pages (length to be defined in accordance with the supervisor and based on the type of project), including references. The paper must be in PDF format, using the template provided on Canvas. The structure of the paper follows the general outline of scientific

papers.

More information is provided in the Thesis manual and on the Canvas page of the Bachelor project Computer Science.

6.3 Requirements for the presentation

In the final presentation, students present their research, with a focus on the achieved results. The presentation is about 15-20 minutes unless the supervisor indicates otherwise. Students are required to submit the slides via Canvas. The presentation is graded by the supervisor and second examiner.

More information is provided in the Thesis manual and on the canvas page of the bachelor project Computer Science.

6.4 Assessment criteria and forms

Assessment criteria for the final report are:

Research question Description of the research question. Explanation of its importance and relationship with the area of interest. Description of and comparison with relevant literature.	20%
Content Motivation for the chosen research approach, description of the work, and analysis of the results.	40%
Readability Quality of the academic writing style. Use of illustrations and examples. Consistency and logical flow of the argumentation. Structure, organization and layout of the thesis.	20%
Conclusion Discussion of and critical reflection on the work, as well as its ethical implications, limitations, and possible future work.	20%

Assessment criteria for the presentation are:

Presentation skills Clarity and organization of the presentation. Use of media. Use of language and non-verbal communication. Duration.	60%
Content Mastery of the subject matter. Quality of the content. Response to questions and final discussion.	40%

Assessment criteria for the execution and research skills and academic attitude are:

Result Quality of the achieved results.	50%
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Insight Level of academic thinking, creativity and critical reflection on the work.	30%
Planning Timeline and meeting of deadlines. Contact with the supervisor(s). Response to feedback.	10%
Independence Independence and initiative shown during the project.	10%

Weighting of the assessment categories for the final grade:

Final report	40%
Presentation	10%
Execution and research skills, and Academic attitude	50%

The assessment forms for the first and second examiner are included in Appendix 3.

6.5 Re-submission

The maximum period for handing in a re-submission (after the request for a re-submission has been made by the student) is four months. The supervisor will decide on a deadline for the re-submission within the maximum period.

The resubmission must be handed in via Onstage (if not available, via Canvas). If students are delayed until the following academic year, they need to enroll in the Bachelor project again to get access to Canvas.

Reasoned deviations from the regulations regarding the involvement of the second examiner in the supervision of the project set in Part A:

Programme-specific regulation	Deviates from paragraph in Part A:	Reason
The second assessor can be directly involved in the supervision of the project.	Article 6.1.2	Keeping the additional requirement that the second assessor cannot be directly involved in the supervision will add to the workload for projects with joint supervision between two or more examiners.

7. Administrative procedure

Evaluation is conducted through rubrics with well-defined criteria. These are:

- a pre-assessment form, filled out by the supervisor;
- a pre-assessment form, filled out by the second reader;
- a final joint assessment form.

The procedure for delivering all necessary documents (the final report and assessment forms) to the Education Office is as follows:

- 1)* supervisor grades **Form 1**
- 2)* supervisor sends **Form 2** + thesis to 2nd reader
- 3)* 2nd reader grades **Form 2**
- 4) 2nd reader sends **Form 2** to supervisor
- 5) supervisor uses **Form 1** and **Form 2** to fill out **Form 3**. If deviation is equal to or greater than 2.0, a third examiner steps in, unless the supervisors could resolve the grade difference themselves.
- 6) supervisor sends **Form 3** to 2nd reader for signing
- 7) supervisor sends **Form 1+2+3** + thesis to the education office via Formdesk

* Steps 1) and 2)+3) can happen in parallel.

Only **Form 3** is shared with the student. The supervisor and the second reader independently grade the project on different forms first. Afterward, this form has to be filled in by the supervisor by joining the separate supervisor and second reviewer comments.

If the overall grades differ by less than 2 points, the grades and comments of the separate forms can simply be copied to this form. If the difference is larger, this form can be used to come to a new assessment after discussion where the difference is less than 2.0 points. If the supervisor and second reviewer can't agree, a third reviewer is called to decide on the open issues.

Reasoned deviations from the regulations regarding the administrative procedure set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason
The On-site Supervisor is expected to have (at minimum) weekly supervision/coaching sessions with the student	7.2	We have different departmental guidelines for internal staff, namely: Students can expect about 30 minutes of individual supervision every two weeks, with additional email communication as needed. For group meetings, students can expect a bi-weekly plenary meeting lasting approximately 2 hours, with additional email communication as needed.
The Supervisor is responsible for the validation of the level and content of the project, the agreements that have been made, the assessors, and the administrative processing of the final grade.	7.6.2	There is no coordinator who can take care of this

8. Hardship clause

In case the provisions of this document cause undue hardship due to personal circumstances beyond the student's control, exceptions can be granted by the board of examiners upon the advice of the study advisor. Deadline extensions up to 4 weeks may also be granted by the VU/UvA supervisor. The personal circumstances must relate directly to the necessary accommodations and must be supported with evidence. Eligible circumstances include, but are not limited to, illness or other medical circumstances, illness or death of a close family member, necessary caregiving responsibilities, and an unsafe environment at the placement host. Circumstances relating to employment other than the internship are specifically excluded, and cannot be used as a ground for exceptions.

Appendix 1 – Agreement Form

This will not be used for the Bachelor Project Computer Science.

Appendix 2 – Go/No Go evaluation form(s)

This will not be used for the Bachelor Project Computer Science.

Appendix 3 – Assessment forms

a. Pre-assessment form bachelor project

Computer Science

This form has to be filled out separately and independently by the supervisor and by the second reader. The two pre-assessment forms will not be shared with the student. The main supervisor will merge the grades into the final assessment form.

This form is available on the Canvas page of the CS Bachelor project.

b. Final Assessment form bachelor project

Computer Science

This form has to be filled in by the supervisor by joining the separate supervisor and second reviewer comments.

Only this form will be shared with the student. The supervisor and the second reader independently grade the project on different forms first.

Afterward, this form has to be filled in by the supervisor by joining the separate supervisor and second reviewer comments.

If the overall grades differ 2.0 points or less, the grades and comments of the separate forms can simply be copied to this form.

If the difference is larger, this form can be used to come to a new assessment after discussion where the difference is less than 2.0 points. If the supervisor and second reviewer can't agree, a third examiner can be called to decide on the open issues.

This form is available on the Canvas page of the CS Bachelor project.