

Student name

Student number

When, why, and how to use this form

For students. With this form you ask the examination board (BEX) to approve topic and planning of your bachelor assignment (BA). Answer the questions in Adobe Reader, save an unsigned copy, sign digitally on page 2, and ask the supervisor and chair to sign. This form is step 1 out of 2 to register your BA. Step 2 is in Mobility Online (click [link](#) for info) and handled by boz-at@utwente.nl (not BEX).

Send this PDF (signed) to bex-at@utwente.nl 1 month before you start the BA, to avoid study delay. You need approval to start, and the colloquium must be in the 10th week after approval or later. Time to approval is 10 workdays, or more if corrections are needed.

For supervisor and chair. Please check the student's answers to questions 3-8. Sign on page 2 if you agree, and return the PDF to the student for submission. The BEX checks the entire form, signs last, arranges the external committee member and notifies all parties.

Visit www.utwente.nl/en/at/forms for the latest version of this form and information on the procedure BA, Mobility Online, and how to make a digital signature. Visit www.utwente.nl/en/at/organisation/examination-board for a copy of the Rules and Regulations that govern the procedure for approval of the BA.

1. Do you have an approved and up-to-date course list? Select 1 of the 2 statements below by clicking on the button to its left.

- Yes. There are no changes in my courses since the study adviser or BEX approved the list.
- No. I submitted a list recently, or will submit one at the same time that I send this form. (You must have a course list to start the BA.)

2. Have you completed AT modules 1-8, plus 20 EC of additional (B3) courses?

- Yes.
- Not yet, but I expect to fulfill this requirement before I start the BA. (List below how many EC's you need, and from which courses.)
- No. I am asking the BEX to make an exception to this requirement because... (Explain below.)

3. When do you plan to start and finish the BA? 15 EC = 420 study hours, so you must plan 10 weeks - or more if you will not be working on the BA full-time.

Start date

Colloquium date

A date in the past is not allowed. See the instructions at the top.

10th week from the start date or later. An approximate date is fine.

Colloquium in July or August? Check with the supervisor and chairperson first! Please do not book a vacation right after the planned date. The exact date can only be picked after the BEX selects an external member for your committee, and can deviate by ± 1 week from your plan.

4. Will you work on the assignment full-time (42 hours/week for 10 consecutive work weeks) without interruption or delay?

- Yes. This also means I am not taking any courses or exams during the period above.
- No. (Explain your planning below. Example 1: "pause from ... to ... for the retake ..." Example 2: "35 hours/week for 12 weeks".)

5. List the committee that will assess the BA. The BEX adds an external member (from a different research group) and needs 1-5 weeks after approval for this.

Committee chair

Mandatory. Responsible to oversee the assessment.

Daily supervisor

Mandatory. Can be a person outside of the UT.

Extra member(s)

Optional, unless chair and supervisor are the same.

6. If the committee has any member(s) who do not have an e-mail address @utwente.nl, please provide their e-mail address.

7. Will the student and/or university be asked to sign a non-disclosure agreement (NDA)? Discuss this before starting so that you can check if the conditions are acceptable to you and the faculty. Always check this, because some conditions can make the work unusable as a BA. E-mail bex-at@utwente.nl for details.

- No. All parties agree on a fully public presentation, and that the UT Library may publish the full report as soon as it is completed.
- Yes. All parties agree to use the standard NDA by the Faculty of Science and Technology.
- Yes. A different NDA document has been proposed. (Send it to bex-at@utwente.nl with this form.)

8. Describe the assignment. In each of the boxes below, the text must not be longer than the text box itself. There should be no scroll bars.

Project title.

Context.

Background or origin of the assignment. What led to its formulation? Who cares and why? What larger purpose does it contribute to?

Research question, goal, or hypothesis.

Concrete statement and description of what you will try to achieve by the end of this assignment.

Activities.

Concrete list of what you will do during the assignment to reach the goal.

Be specific: not "data analysis" but name the type of data and the method.

Signatures. *Tip: save a separate copy of this PDF before you sign so that you can adjust it later, if needed. Signing locks all the fields. The student submits this form to bex-at@utwente.nl with all questions answered (Q6 optional) and all signatures (except for signature BEX). If the supervisor and/or chairperson are not available (holiday, etc.) then send the form to bex-at@utwente.nl without their signatures, for a preliminary check.*

The undersigned agree on the following.

- We agree to the plan outlined by points 3-8 above. The supervisors checked the planned colloquium date.
- We will inform one another without delay if changes to the plan are needed.
- The student and supervisor will discuss the progress at least biweekly.
- The chairperson will organize 1 progress meeting (or more) with the full committee.

Student

Name

Signature [Sign digitally with Adobe Reader.](#)

Date

Supervisor

Name

Signature [Sign digitally with Adobe Reader.](#)

Date

Chairperson

Name

Signature [Sign digitally with Adobe Reader.](#)

Date

**Approval
BEX**