GRADUATION PROJECT

Creative Technology students complete their third year of the programme with graduation work in the form of a graduation project (GP). A GP is an individually executed design project, with a context and goal preferably set by an external party (e.g. company, non-profit organization, educational or research organization). Every graduate student has a GP supervisor appointed by the programme. Graduate students have the possibility to start their graduation work at the beginning of each semester (i.e. September or February).
The Creative Technology programme uses a flyer to publically advertise possibilities for external parties to attract Creative Technology students. In addition, it explains the characteristics of a graduation project.

ADMISSION CONDITIONS

The Creative Technology programme started to implement the Twente Educational Model (Dutch: Twents Onderwijs Model or TOM) September 1, 2013. Consequently, conditions for admission to start a GP differ for pre-TOM students (enrolled before September 1, 2013) and TOM students (enrolled after September 1, 2013):
- pre-TOM students must have completed study units (courses) with a total of 150 EC[1] of the programme
- TOM students must have completed study units (modules) of the first and second year with a total of 120 EC[2] of the programme to start the first part of the GP

GRADUATION WORK

Graduation work for every CreaTe graduate student consists of the four parts:
1) design project, where context and goals are set preferably by an external party and approved by the GP supervisor
2) graduation report, in which a graduate student renders account of the graduation project and the design approach, and describes and documents literature search, surveys and experiments conducted during the project, as well as the prototypes and other deliverables which result from the project
3) summary of the graduation report, in which a graduate student summarizes the graduation report presenting all major elements of the work in a highly condensed form that can be presented as stand-alone text
4) oral presentation and defence, where a student publically presents and defences his/her graduation work

A staff member of the University of Twente will supervise a graduate student's graduation work. This staff member is appointed by the Creative Technology programme and acts not only as the (daily) supervisor but also as the examiner. The graduate student, supervisor and preferably an external party collaboratively decide on the goal of the graduation project.

GRADUATION WORK ORGANISATION

Graduation work organisation is different for pre-TOM and TOM students:
- pre-TOM students
  - time span of one semester
  - start GP at the beginning of a semester and finish at the end of this semester
  - study load is 15 EC[3]
- TOM students
  - time span of one semester, divided in a Pre-Final module and Final module
  - start at the beginning of each semester with their graduation project part 1 (Pre-Final module), study load depends on student's choice of Real World Challenges (either 4 EC, 6.5 EC or 9 EC)
  - must complete their Pre-Final module in order to start their graduation project part 2 (Final module), study load depends on student's choice of Real World Challenges (either 13 EC, 10.5 EC or 8 EC)
  - total study load is 17 EC[4]

  Note   *The Pre-Final module must precede the Final module and both modules must be taken in the same semester[5].*

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[1] TER/OER 2015-2016 programme appendix Art 1.13.3
[2] TER/OER 2015-2016 programme appendix Art 1.13.6b
[3] TER/OER 2015-2016 programme appendix Art 1.1.9a
[4] TER/OER 2015-2016 programme appendix Art 1.1.9b
[5] TER/OER 2015-2016 programme appendix Table 3b caption

GRADUATION WORK ASSESSMENT

Graduation work assessment is slightly different for pre-TOM and TOM students:
- pre-TOM students
    o GP supervisor will assess the graduation work at the end of the GP. An additional member of staff is involved as a 'critical observer' who additionally reviews the graduation report and provides feedback to the GP supervisor
- TOM students
    o GP supervisor will assess graduation project part 1 in the Pre-Final module
    o iff the student completes his/her Pre-Final module successfully, your GP supervisor allows the start of graduation project part 2 in the Final module
    o an additional member of staff is involved as a 'critical observer' who additionally reviews part 1 and 2 of the graduation report and provides feedback to the GP supervisor

For both pre-TOM and TOM students, the GP assessment follows a procedure based on graduation project assessment criteria applicable to all Creative technology graduate students. The programme uses an assessment form divided in four criteria (quality of report, quality of work, process and oral presentation and defence), each decomposed in sub-criteria, an indicative grading system (--, -, +/-, +, ++) and brief comments. The GP supervisor provides the final mark and motivation, usually in consultation with the critical observer and the external party.

Note   The deadline for completion of the graduation work is at the end of the pre-final module (part 1) and final module (part 2) for TOM students, and at the end of the semester in which this work started for pre-TOM students. This period of time cannot be extended. If a deadline is not met, the supervisor will assess the graduation work anyway. This may result in a fail. Under exceptional circumstances the supervisor may grant you a short period of extra time, and a supplementary assessment.

GETTING STARTED

The graduation work preparation phase consists of three steps:

1) Check if you comply or with a high probability will comply with the graduation project admission conditions
2) Register your intention to start a GP in the Student Mobility System (Application form, part "Internship" and "Internship proposal" – see section 2.3 of SMS manual)
3) Request for a GP-intake meeting approximately 6 weeks before starting your graduation work by sending an email to create-finalproject@utwente.nl with Subject: "<your name> - request GP-intake meeting"
    a. pre-TOM students are advised to send this request 6 weeks (excluding holidays) before the personal profiling space (Dutch: "profileringsruimte") ends
    b. TOM students are advised to send this request 6 weeks (excluding holidays) before module 10 ends
4) Receive an invitation for a GP-intake meeting from the GP coordinator to:
    a. verify your eligibility to start graduation work
    b. discuss preferences of your GP including student initiated GP proposals
    c. get access to the graduation project Blackboard site which contains the catalogue of available GP proposals, plus additional information about the graduation work

IMPORTANT NOTE FOR TOM STUDENTS

The GP coordinator does not schedule GP intakes in the period of 2 weeks before the start of the Pre-Final module. This 2-week period is needed to finish the GP preparations.

IMPORTANT NOTE FOR pre-TOM STUDENTS

The GP coordinator does not schedule GP intakes after the start of a new semester. A 2-week period after the start of the semester is needed to finish the GP preparations.

It is important to <u>be in time</u> with the preparation of graduation work. Even with a catalogue of available GP proposals, finding a suitable graduation project and appropriate supervisor may be time consuming. In addition, there is competition. To avoid disappointment, the Creative Technology programme provides a graduate student the option to choose three GP proposals including a priority. For every choice the programme uses the [Right of First Refusal](#) paradigm.

Note   *Graduate students are entitled to develop their own a GP proposal. However, the GP co-ordinator will assess this proposal during a GP-intake meeting before it will be accepted as a valid CreaTe GP proposal.*

For extra information please contact the Creative Technology GP coordinator [ir.ing. R.G.A. Bults](#).