

Postponing graduation for an (extracurricular) internship Procedure 2015/2016 - Bachelors and Masters STAFF-version

Starting point is that only students who meet all requirements of the Bachelor's or Master's exam and did not take an earlier internship, are eligible to postpone their graduation because they wish to take an extracurricular internship.

1. **Before 1 May 2016 (Bachelors) or before 1 June 2016 (Masters)** the student submits a request for postponement of graduation to the Board of Examiners (BoE) stating the intention to take an extracurricular internship after having fulfilled all requirements of the Bachelor's or Master's exam.

The Support Office BoE checks if the student does not have any study delay and passed all exams of the programme up to and including period 3 (*NB: only possible if the results of period 4 (including resits of period 2 and 3) are submitted on time!*).

- a. **Yes?** The Support Office BoE:

- sends a conditional positive decision to the student (*and informs the student that s/he should meet the requirements listed at point 2 before the deadline of 1 August 2016, and that s/he should be re-registered before 1 September 2016*);
- informs the Team leader Exams who will process a "conditional graduation postponement" note into the graduation file of the student.

- b. **No?** The support office BoE sends a negative decision to the student.

2. **Before 1 August 2016** the student completes the request by sending the study plan/information on the Internship (company/institute, name Internship Supervisor, period) /requested (new) graduation date to the BoE. The Support office BoE checks whether the student meets the requirements:

- No study delay: all 180/60/120 credits of the Bachelor's/Master's/Research Master's exam have been earned within 3/1/2 years;
- The Bachelor thesis or Master's Final Work must be passed in the first (June 2016) sit.
- No previous internship during semester 5 or in the context of a free bachelor programme, or during semester 2 for Masters or during semester 3 for Research Masters has been taken.

- a. **Yes?** The support office BoE sends the study plan and internship information of the student to the Programme Director and the Internship Supervisor **as soon as possible but on 11 August 2016 the latest**.

- b. **No?** The Support Office BoE:

- sends a negative decision to the student who revokes the request, does not complete the request before the deadline, or who does not meet the criteria as mentioned at 2;
- informs the Team leader Exams who will continue the graduation process.

3. **As soon as possible but on 25 August 2016 the latest** the Programme Director informs the Support Office BoE about the (dis)approval of study plans and internship information.

4. **On 31 August 2016** the latest the Support Office BoE sends the final (negative or positive) decision to the student and informs the Internship Supervisor, IRO and the Team leader Exams. The latter will process the final decision in the system; "negative" candidates will graduate in line with the normal procedure (i.e. once they passed all exams of their programme).