

Guidelines for Supervisors

Honours Programme Bachelor

General information

Admission students

Students participating in the honours programme have completed their first year in one year with a GPA of 7,5 or higher.

Goal

During the honours project time should be spent to stimulate and inspire these excellent students. Primarily this will be on their own project topic. However, we see it as positive if students want to learn about new topics and spend *some* time studying new subjects not directly related to the research of their supervisor or group.

Honours symposium

In the second year of their honours programme the students will organise a symposium at the end of the third quarter/start of the fourth quarter. In addition to the organization, they have to present their research and conclusions at this symposium for an audience of interested (first year bachelor) students. Please ensure that the students consider this in their time plan.

Getting started

To accelerate the start of the project: give students **papers** to read and ask them to make a summary of each paper. Discuss the summaries and give feedback. Tell them what you miss and what you expect.

Support students in making a **time schedule** and **define deadlines** for intermediate results. Ask students to register the time spent and their activities in a digital logbook. To register time and activities will help them to learn to plan and to be able to account for the work done.

What do we expect from students

Students are expected to do a honours (research) project of 15 EC (One EC = 28 hours). If students spend substantial more time on their project, this will be reflected in more EC's. This needs to be requested in the midterm report.

Workload

In the **honours project proposal** the students submit before September 1st, they indicated the number of EC's they plan to realise for the project. Please check that you as a supervisor, agree on the workload. Check if it is realistic, especially with regards to the more busy periods.

Students are expected to **spend 6 to 8 hours per week** on their project during the first year. Students can also spend whole weeks in their holidays to meet the time/performance requirements. It helps when students work on their project on fixed days of the week.

Honours students are strongly encouraged to conduct most of their honours research within the **first year**. This will allow them to balance their workload during their minor and still have time to write a paper or report as a result of their research.

At latest the **research part** of the project should be concluded before the honours symposium in the second year of the honours programme. The **final paper** needs to be graded by the supervisor and submitted to the honours programme coordinator before August 1st.

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What do we expect of a supervisor

It is important that you're not only a supervisor, but a **coach** to the students as well during the honours project.

Planning

The students are responsible for the **planning** of their own project, but you need to agree on this together. We expect you to meet up with the students about **every two weeks**, to keep updated on the work.

It is the supervisors responsibility to assess if the student is putting in the **required hours**. Ask the student to register the hours/work in any way you see fit, so you can evaluate this.

Be flexible with their time and activities in **exam periods**. We expect from these students that they do not neglect their regular programme. They only receive a TU Delft honours certificate if they complete the regular bachelor and honours programme within three years.

Include students in your work

It is expected that you teach the honours students about the **scientific methodology** used in your field, please make this explicit!

Include the students in **your group**. It is very helpful, when you have meetings with the master- and PhD students, to invite the honours students as well and give them the opportunity to discuss their progress or give presentation.

It is advised to offer students a **work place** in the research group where they can meet other students doing research and can ask for feedback and help.

Pushing expectations

It is expected that the supervisor **challenges the students** with difficult subjects, so students learn about the scientific process. This means finding problems that students are (at least at first) not able to solve, so that they realise that scientific work is full of uncertainty.

It is good for them to fail. This way they can learn that this is normal in scientific work and how to **cope with disappointments**.

Honours students are encouraged to submit their **paper** to conferences. In the past several honours students have been able to publish and present their own work.

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Assessment

Midterm report

Before August 1st the **first year honours students** write and submit a midterm report. This report should refer to the learning outcomes in the honours project proposal.

We expect the **supervisor** to discuss this midterm report and give clear feedback so the student can adjust the report and, if necessary, their project. Give students sufficient thoughts for improvement so they can learn as much as possible.

Final report

The honours project results in a **paper or (scientific) report**, approved by the supervisor. The paper, with a scope of 4-6 pages, must be good enough to submit to a conference.

If the project **does not lend itself for a scientific paper**, students are expected to submit a report detailing what they have done and learned.

The final report needs to be graded by the supervisor and **submitted** to the honours programme coordinator before August 1st.

Submitting final report:

After the supervisor grades the final report, the **supervisor** sends the grade, amount of EC's and paper/report to the Honours programme coordinator at: honourscommittee-eemcs@tudelft.nl. Add the student(s) in cc to the email.

We expect **supervisors** to:

- Indicate whether the paper has sufficient quality to be submitted to a conference or workshop.
- Indicate if the honours project reflects the EC's agreed on in the honours project proposal and/or midterm report.
- Grade the research project with either a *pass* or *fail*. This should be validated by the supervisor by sending an email to programme support including the document.
- Please note that the students assessment should reflect how much the student has developed as well.

Coordination & Contact Details:

The honours programme is coordinated by Education and Student Affairs EEMCS. If you have any questions please send an email to: honourscommittee-eemcs@tudelft.nl.

Every faculty has a honours programme responsible as well. This person approves the honours project content and any changes to the submitted proposal that may occur during the honours programme, and at the end of the programme adds the achieved EC's in OSIRIS.