

# Graduation guide 2017-2018

## Creative Technologies

Graduation Manual for:

*Creative media and game Technologies*

*School of Creative Technology*

### **Saxion**

Academy of Creative Technology (ACT)

Study programmes: Art and Technology, Kunst en Techniek, Game Design and production, Game Engineering

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**Colophon**

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# Preface

This graduation guide contains the regulations for the “graduation assignment” of the curriculum of Creative media and game technologies. It provides information regarding the organisation and objectives of the graduation assignment.

If you have any questions, you can contact the graduation office or the graduation coordinator, Taco van Loon. This guide, the Teaching and Examination Regulations and other information can be found on: [leren.saxion.nl](http://leren.saxion.nl) in the graduation part of the required studies

Wishing you the best of luck during your graduation period!

**Taco van Loon**  
Graduation coordinator CMGT

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# 1. Introduction

This graduation manual informs both the student and the organisation about the CMGT graduation assignment.

The graduation assignment is the final assignment for the bachelor diploma of these studies. The student works full-time for the duration of 20 weeks on an assignment in a professional situation that fits the professional image for which the student has been preparing over their course of studies. In order to successfully complete this last assignment, we recommend you to read this document carefully.

## Graduation period June 2017 – November 2017

Start	Preliminray IP	Company Visit	Final IP	Graduation Report Draft	Final graduation report	Final presentation	Diploma Ceremony
				26 <sup>th</sup> of September	31st of Oktober 2017 (12:00)	Tuesday 14 <sup>th</sup> of November	6 <sup>th</sup> of March 2018

## Graduation period September 2017 – January 2018

Start	Preliminray IP	Company Visit	Final IP	Graduation Report Draft	Final graduation report	Final presentation	Diploma Ceremony
4 <sup>th</sup> of September 2017	19 September 2017	Between 19 <sup>th</sup> Sept. and October 3 <sup>rd</sup>	October 3 <sup>rd</sup>	Tuesday 9 <sup>th</sup> of January 2018	Tuesday 23 <sup>rd</sup> of January (12:00)	Tuesday 6 <sup>th</sup> of February 2018	6 <sup>th</sup> of March 2018

## Graduation period November 2017 – April 2018

Start	Preliminray IP	Company Visit	Final IP	Graduation Report Draft	Final graduation report	Final presentation	Diploma Ceremony
20 <sup>th</sup> of November	5 <sup>th</sup> of December	Between 5 <sup>th</sup> and 19 <sup>th</sup> of December	19 <sup>th</sup> of December	13 <sup>th</sup> of March	10 <sup>th</sup> of April (12:00)	24 <sup>th</sup> of April	16 <sup>th</sup> of July

## Graduation period February 2018 – June 2018

Start	Preliminray IP	Company Visit	Final IP	Graduation Report Draft	Final graduation report	Final presentation	Diploma Ceremony
12 <sup>th</sup> of February	6 <sup>th</sup> of March	Between 6 <sup>th</sup> and 20 <sup>th</sup> of March	20 <sup>th</sup> of March	29 <sup>th</sup> of May	19 <sup>th</sup> of June (12:00)	2 <sup>nd</sup> to 4 <sup>th</sup> of July	16 <sup>th</sup> of July

# 1.1 Duties, responsibilities and competencies

During the graduation assignment, the student will deal with various people. Each of these people has various duties and responsibilities. Following is an overview of all of the persons involved:

## 1.1.1 Graduation Coach

The graduation coach is a teacher with a strong affinity with the topic of the graduation assignment. The graduation teacher is the first contact person from the gaming programme during the graduation period for the student. The responsibility of the graduation coach is the supervision of the graduation assignment both with respect to content, as well as the process. This means he/she monitors and eventually judges the objectives of the graduation assignment.

The graduation teacher assesses:

- Implementation plan (no later than week 5)
- Draft graduation report (no later than week 14)
- Final graduation report (no later than week 18)
- Professional product(s) (no later than week 18)
- Presentation and defense (week 20)

A graduation teacher is appointed by the graduation coordinator based on the preference of the student, the topic of the graduation assignment, and his/her availability.

## 1.1.2 Graduation Circle

The graduation coach that is assigned is also the graduation circle leader. Every student joins a graduation circle that has 6 to 8 students in a similar point of interest. Every 3 weeks this circle meets at Saxion together with their coach for peer review, report progress and overall progression monitoring. Due to the fact that the graduation circles are still in development, your graduation coach will tell you the details about it.

## 1.1.3 Company supervisor

First contact person for the student within the graduation company during the graduation period. He/she is responsible for regular, adequate, and substantive supervision of the student. Next to that the company supervisor should be able to guide the student from a content point of view

The company supervisor gives an assessment advice for:

- Final graduation report (no later than week 18)
- Professional product(s) (no later than week 18)

## 1.1.4 Second assessor

The second assessor reads the final version of the document and will attend the defence. Together with the graduation coach they are the ones responsible for the final grading.

The second assessor assesses:

- Final graduation report (no later than week 18)
- Presentation and defense (week 20)

The second assessor is appointed by the graduation coordinator upon receipt of the final graduation report (no later than week 18).

### 1.1.5 Graduation coordinator

The graduation coordinator is responsible for the information towards the students about the graduation process. He or she is responsible for the administrative processes regarding the registration of graduation proposal (RAG) and contracts, and assignment of the coaches and second assessors. If there are any undesired developments during the graduation process, the graduation coordinator needs to be informed by the student, graduation coach or company coach.

### 1.1.6 Graduation board

The graduation board consist of the graduation coordinator and one or two content related graduation coaches. On a regular basis the graduation proposals (RAG) are assessed graduation board (see 4.3).

## 1.2 Communication via Blackboard

Communication preceding to- and during the graduation assignment will take place through Blackboard. Therefore, it is of utmost importance that the student refers to the related 'graduation' module on Blackboard well in advance of the graduation period and that all documents related to the graduation period are uploaded on blackboard

### *Steps to take by the student:*

1. The student refers to the 'Graduation / afstuderen CMGT (2017 – 2018)' on Blackboard well in advance of the graduation period.



**Student**



# Phase 1 - Preparation

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## 2. Objectives and admission to the graduation period

Within the studies, the student is taught to function as a starting professional and further develop in his/her field of expertise. The competencies of the starting professional within the industry are determined in agreement with the professional field and are described in the competency profile of the study programme. These competencies (or parts of it) are used as the assessment criteria of the graduation process itself.

### 2.1 Objectives of the graduation assignment

The objectives of the graduation assignment are:

- Use & integration of knowledge and skills in a graduation assignment
- Complete a test of competence. This means that the student is able to independently and methodically analyse and find a solution to a problem.
- Act as an independent and learning professional.
- Show that the student can fulfil a professional role by carrying out professional duties.

### 2.2 Admission to the graduation assignment

Admission is determined by the requirements described in the Education and Examination Regulation (EER) and the graduation board.

#### 2.2.1 Requirements EER

The requirements for the gaming graduation assignment are described in the EER (Education and Examination Regulation) of the study programme. These are published at *Mijn Saxion* under My Study > Rules and regulations > Saxion EER > Section 15 "Conditions for taking part in part in exams".

#### 2.2.2 Additional requirements:

In order to start the graduation the first and second year credits should all be completed. Next to that you can have only 6 ects open from 3<sup>rd</sup> and 4<sup>th</sup> year.

#### 2.2.3 Requirements Graduation board

The graduation board assesses the content, complexity, and level of the graduation assignment only if the student meets the admission requirements of the Education and Examination Regulation or has dispensation from the examination board (see Chapter 4, "[The approval of a graduation assignment](#)").

### Steps to take by the student:

1. The student verifies that he/she meets the admission requirements as mentioned in the EER.
2. If necessary the student applies for dispensation to the Examination Board if the required 135 credits AND additional requirements have not been met.



Student

# Phase 1 - Preparation

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## 3 Searching for a suited graduation assignment

The student takes the initiative to start the search for a suitable graduation assignment. The graduation vacancies known will be posted on Blackboard. Next to that there is the opportunity to keep an eye out on facebook (stages afstuderen en vacatures act / Game Technology and Creation Saxion / ...) or on the website [www.islink.nl/vacatures](http://www.islink.nl/vacatures) (study association LiNK) There is also a list available on Blackboard with companies the study programme has had good experiences with in the past.

### 3.1 Graduating individually or in pairs

In conformity of the Saxion exam policy, it is not permitted to graduate in pairs. This means that it is not permitted to write one graduation report in groups. Every student needs to submit his/her own graduation report. That does not mean that you cannot work on a graduation assignment together. The graduation reports can never be a copy of each other.

### 3.2 Graduating abroad

It is also possible for students to carry out the graduation assignment abroad. Organizing this generally requires more time and it is advisable to start at least one year ahead to connect with the company where the student would like to graduate. Additionally, there are also practical things that may be important, such as options for subsidies, housing, cancelling your OV-subscription, etc. Please contact the International Affairs Officer of ACT For more information and help with contacting graduation companies abroad @ ACT, the student may contact, Johannes de Boer ([j.deboer@saxion.nl](mailto:j.deboer@saxion.nl)) or Tim Roosen ([T.p.roossen@saxion.nl](mailto:T.p.roossen@saxion.nl))

### 3.3 Graduating in your own company

A student with the ambition to start his/her own business immediately after or during the final phase of the study programme, is offered the opportunity to get support in this venture. A student who wants to graduate in his/her own company describes the assignment from the point of view of the content (product or service of the company) in a similar way as describing a graduation assignment at an external organization.

The student is responsible for organizing and finding an external person in the role of company supervisor ([1.1.3 Company supervisor](#)). This person must come from a relevant professional field is able to provide adequate guidance and should be 'neutral' (no family or close friends)

Starting up the business is NOT part of the graduation assignment. The student will, however, be helped with this, which will require extra efforts from the student as well as from Saxion. Saxion offers this extra effort through the Saxion Smart Bizz Center. See the annex 'Graduating in your own company' for frequently asked questions and answers.

### 3.4 Graduating in a family business

It is not advisable to graduate in a company owned or operated by family/friends, because of the issue of an objective assessment by the company. Graduation in a family/friends' business should be expressly mentioned on the 'Graduation proposal' form. The graduation board will only give approval if they have confidence that the objectivity of the company assessment is guaranteed.

### 3.5 Graduation at Saxion research group Media Technology Design

Saxion research group Media Technology Design (MTD) can act as a client of graduation projects.. It is important to keep in mind that the MTD research group has the role of an external client (like a company). Please have a look at [www.actmedialab.nl](http://www.actmedialab.nl) to read about possible graduation positions at the MTD research group.

### 3.6 Free-written graduation assignments

It is preferable to find a graduation company for the graduation assignment. However, based on the student's personal development plan it may be possible to choose an alternative graduation route in which you are not dealing with an external company. In order to make sure that these assignments have the same quality as 'regular' graduation assignments, the following things are important concerning the coaching of the student:

1. The student takes care of finding an external person who can replace the role of the company supervisor.
2. This replacement person preferably needs to come from within the relevant industry and be capable of providing enough guidance.
3. The person is neutral (no relatives or (close) friends)
4. At the final assessment, the person gives advice on the final performance corresponding to the role of the company supervisor. (also see annex form, "Interim assessment graduation")

#### *Steps to be taken by the student:*

1. The student searches for a potential client/company for a graduation assignment
2. The student downloads the form for the proposal, '*Request Approval Graduation*' form (RAG, to be found on blackboard), fills it out and uploads it to blackboard again, no longer than 2 weeks before the commence of the graduation period



**Student**

# Phase 1 - Preparation

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## 4. Approval of the graduation assignment

The graduation board plays the decisive role in approving the graduation assignment. The graduation board assesses the graduation assignment and determines the extent of the suitability of the company in which the graduation assignment is conducted. The requirements for the graduation assignment (4.1) the company (4.2) and the application procedure (4.3) are given below.

### 4.1 Requirements for the graduation assignment

The graduation assignment addresses a problem at the *UaS-level* (University of applied sciences) related to the relevant industry with the following specific characteristics:

- A complex assignment in which knowledge, skills, and attitude relating to the study competencies are integrated.
- In the final assignment theory and practice are connected with practical research and (product) design.
- The execution of the graduation assignment takes up a period of 20 full time working weeks on average.

### 4.2 Requirements for the graduation company

The following requirements are applicable to the graduation company (the client):

- The graduation company should have enough common ground with the contents of the study programme and the chosen specialization of the student.
- The graduation company needs to have a clear interest in the results of the assignment. This means that there has to be a clear reason for carrying out the graduation assignment for them.
- An employee of the graduation company needs to be available and responsible for the guidance of the student(s) at the level of the study programme, regarding the contents of the assignment.
- Students have a work space at the graduation company at their disposal.

See the annex "[Financial Aspects](#)" concerning possible agreements and rules about reimbursements, insurance, and tuition fees.

### 4.3 Application procedure and graduation board

A student can only start with the graduation assignment when he/she has been told by the graduation board that their graduation proposal has been accepted. The student needs to submit a proposal (**Request Approval Graduation form, RAG form on blackboard**) of the graduation via Blackboard. The form is available on Blackboard. The application includes a (preliminary) general description of the graduation assignment, a personal motivation, and details of the graduation company and supervisor. An application will only be submitted if the student meets the admission requirements of the graduation project (see: chapter 2.2).

The student can keep track of the status of approval on blackboard. If the request is denied, an email with motivation will be sent by the graduation coordinator

### 4.4 Appointing the graduation teacher

The student is appointed a graduation coach by the graduation coordinator when he/she has received a positive response on the proposal. Appointment of the graduation teacher is done based on preference of the student, affinity and availability of the graduation teachers.

### 4.5 Graduation agreement

The student needs to submit the graduation agreement (see annex Graduation agreement) via Blackboard no later than one week before the start of the graduation course.

### *Steps to take by the student:*

1. The student completes the 'Graduation proposal' form (RAG).
2. The student submits the 'Graduation proposal' form via Blackboard and by email to the Graduation office ([sab.act@saxion.nl](mailto:sab.act@saxion.nl)), no later than 5 weeks before starting the graduation period.
3. The student completes the graduation agreement together with the graduation company and submits this agreement no later than one week before the start of the graduation period via Blackboard and by email to the Graduation office ([sab.act@saxion.nl](mailto:sab.act@saxion.nl)).



### *Steps to take by the organisation:*

1. The graduation board assesses the 'Graduation proposal' no later than two weeks prior to the graduation period, and informs the student of the outcome by email.
2. In case of a positive assessment of the graduation proposal, the graduation coordinator appoints a graduation teacher, based on the preference of the student, affinity and availability of the graduation teachers.



## Phase 2 - Start

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### 5. Implementation Plan

One of the first concrete steps in the graduation period is the writing of the Implementation Plan (IP). The most important objective for the implementation plan is to make the student think critically about the direction to follow for the research.

The implementation plan will be finished in two phases. Those are:

1. Presentation of the preliminary implementation plan (week 3)
2. Submitting the complete implementation plan (week 5)

#### 5.1 Preliminary implementation plan

The preliminary implementation plan is a short version of the complete implementation plan and needs to consist of at least the following components:

- Reason
- Objectives of the client
  - Describe the client's question
  - Which products/services does the client need?
  - Who are the parties concerned?
  - What does the client want to do with the results?
  - Are there any limiting conditions / project boundaries?
- Preliminary research (Theoretical framework)
  - What is already known about the topic of the graduation assignment and the problem in existing literature, research papers, publications, websites etc?
- Graduation plan
  - Definition of the problem
  - Main and sub questions
  - Scope
  - The approach of your graduation assignment
  - Graduation products
- Graduation schedule

Refer to the annex: '[Contents of the implementation plan](#)' for an explanation of the above components.

#### 5.2 Implementation plan

Based on the feedback received on the preliminary IP, the student makes the implementation plan. The student must submit the implementation plan via Blackboard and by mail to the graduation teacher no later than in week 5.

The graduation teacher gives a positive or negative assessment on the submitted implementation plan within one week. A positive assessment means that the implementation plan has been worked out sufficiently and the student may continue with the development of the graduation assignment.

A negative assessment means that the student needs to hand in a new and improved version to the graduation teacher. This may have consequences for the schedule and period in which the student can do his/her graduation assignment.

### *Steps to take by the student:*

1. The student writes a preliminary IP, in conformity with the requirements mentioned above, and uploads this plan to Blackboard and send it by email to the graduation teacher, one week prior to the presentation at the latest.
2. The student submits the completed IP through Blackboard and by email to the graduation teacher, in week 5 at the latest.
3. The student starts with the development of the graduation assignment in conformity with the IP.



**Student**

### *Steps to take by the organization:*

1. The graduation teacher give feedback on the preliminary IP in week 3
2. The graduation teacher gives advice within one week after the student submits the complete IP, and inform the student about this by email.



**Organisatie**

# Phase 3 - Implementation

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## 6. Graduation guidance

The graduation assignment is to be carried out independently by the student. The initiative for guidance lies with the student. The graduation guidance consists of that by Saxion (graduation coach and graduation teacher) and by the company (company supervision).

### 6.1 Guidance from graduation teacher

The student is guided by a graduation teacher from the Gaming study programme. The graduation teacher is responsible for guidance during the graduation period and is ultimately responsible for the final assessment on behalf of the academy. In addition, the student has the option to turn to other graduation teachers for advice, for topics where additional expertise is desired, in consultation with their own graduation teacher.

#### 6.1.1 Graduation visit

Every student will be visited at the company once by the graduation coach. In case this is not possible, alternative methods of getting in touch with the student and the company supervisor of the graduation company in question will be pursued (phone, Skype, etc.). The student is to take the initiative for the appointment with the graduation coach to do the graduation visit to the company. Important topics of discussion during the graduation visit will be an introduction to the company and the company supervisor by the graduation teacher and the progress of the graduation assignment.

### 6.2 Guidance by the company supervisor

The company supervisor is the prime contact for the student. At the request of the company supervisor, or of the student, periodic consultations take place (for example, on a weekly basis) about the progress and the (preliminary) results of the graduation assignment. It is very important that the company supervisor is sufficiently available to guide the graduation research project and provide influence where necessary (see also 4.2. – [requirements to the graduation company](#)).

#### *Steps to take by the student:*

1. The student takes initiative for (weekly) discussion with the company supervisor
2. The student takes initiative for planning the graduation visit by the graduation teacher in the period of week 3 to week 13
3. The student takes care of documenting any agreements after discussion with the graduation teacher and company supervisor, and shares these by email.



#### *Steps to take by the organisation:*

1. The graduation teacher plans two graduation visits, at the initiative of the student, in the period of week 5 to 13.
2. The graduation teacher takes notes in Bison of the agreements with regard to the graduation progress.





# Phase 4 - Final phase

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## 7. Assessment of draft graduation report

The draft graduation report is submitted no later than six weeks prior to the final presentation (week 14) and is assessed by the graduation teacher. In addition, it is desirable for the company supervisor to have seen the draft graduation report, but within the framework of assessment, he/she does not play a part.

The objective of the assessment of the draft graduation report is twofold:

1. Determine to what extent the student is able to complete the final graduation report within the specified graduation time limit (ultimately week 18), in conformity with the graduation report criteria (Annex: [Checklist draft and final graduation report](#) and Annex: [Structure and contents of graduation report](#)).
2. Give the student feedback with regard to the quality of the graduation course and the graduation report.

### *Confidentiality of contents of the graduation report*

If the graduation company, i.e. the client, asks for confidentiality with regard to the contents of the graduation report, it can make this known to the graduation coordinator through the student. However, the graduation report needs to be available for the graduation teacher, before and during the final assessment. Though, all of the people involved will commit themselves to secrecy.

### 7.1 Assessment criteria

The assessment of the draft graduation report takes place based on the following criteria:

- The draft report is a detailed elaboration of the executed graduation assignment in conformity with the approved IP.
- The lay-out and contents of the draft graduation report meet the minimum requirements for reporting as included in the annexes: ('[Checklist draft and final graduation report](#)' and '[Structure and contents of graduation report](#)').

### 7.2 Interim assessment

The assessment of the draft graduation report is an interim assessment. This means that the student cannot derive any rights from the interim assessment.

There are 2 possible outcomes for the assessment of the draft report. Those are:

1. **Green:** The student has an approved draft report. The feedback obtained is processed and the student can finish the graduation report. There is hardly any or no doubt that the student is able to submit the graduation report in time.
2. **Red:** The student has handed in an insufficient draft report. The student is deemed incapable of graduating within the set time period. When obtaining a 'red' assessment, the student is not allowed to participate in the planned graduation round and automatically moves on to the next graduation round.

The student needs to process the feedback on the draft report in his/her final report, irrespective of the assessment.

### *Incomplete draft report*

If the student is not able to submit a complete draft report (Checklist draft and final graduation report), for example due to important research results not being ready in time, the student needs to clearly indicate this with the graduation teacher and in the draft report.

### 7.3 Enroll in Bison

If the draft graduation report is assessed with Green or Orange the student is required to enroll for the graduation test in Bison no later than six weeks before the presentation and defense (week 14). Enrolling for this test can be at earliest seven weeks before the presentation and defense (week 13). Presentation and defense can only take place when the student enrolls in time . If the student fails to enroll in time then the first opportunity for presentation and defense is in the exam week of the next quartile (10 weeks later).

#### *Steps to take by the student:*

1. The student submits a digital version of the draft graduation report via Blackboard and by email to the graduation teacher no later than six weeks before the final presentation.
2. The student receives an interim assessment of the draft report no later than 1 week after submitting.
3. With a Green or Orange assessment of the draft graduation report the student is required to enroll in Bison for the graduation test (no later than week 14).
4. The student processes the feedback in the final report.



#### *Steps to take by the organisation:*

1. The graduation teacher gives feedback on the draft graduation report
2. The feedback and assessment of the draft graduation report is sent by email to the student and placed on Blackboard by the graduation teacher no later than 1 week after submitting.



# Phase 4 - Final phase

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## 8. Final assessment for graduation

### 8.1 Submitting graduation report

In week 18, in accordance with the annual schedule of the Gaming study program, the student submits the final graduation report, together with the final assessment of the company supervisor (see annex 'Final assessment company supervisor') via Blackboard and by email to the Graduation office ([sab.act@saxion.nl](mailto:sab.act@saxion.nl)).

The student takes care of submitting a copy of the graduation report and the company assessment form for final assessment by the company supervisor in a timely manner.

### 8.2 Definitive final assessment

The final assessment is given by three different evaluators:

1. Graduation teacher
2. Second assessor
3. External expert (an external expert is called in at random by Saxion)

The graduation assignment is assessed on three components. Criteria for the three components can be found in the annex 'Definitive final assessment graduation assignment':

1. The graduation report
2. Professional products
3. The presentation and defense

#### 8.2.1 Company supervisor advisory assessment

The assessment of the company supervisor is submitted by the student together with the final graduation report via Blackboard and by email to the Graduation office ([sab.act@saxion.nl](mailto:sab.act@saxion.nl)) in week 18. The assessment of the company supervisor is advisory and can also be used by the graduation teacher and second assessor as input in preparation of subjects of discussion and questions at the defense.

### 8.3 Presentation and defense

The presentation and defense take place in accordance with the dates mentioned on the Gaming annual schedule. The ACT internship and graduation office makes a plan for the graduation presentations and defenses and publish the plan no later than one week prior to the presentation day on Blackboard. No rights may be derived from this plan. The graduation teacher reserves the right to cancel a presentation by inadequate level of the report and/or professional products. The student in this case will be informed by the graduation teacher prior to the presentation day.

The proceedings of the presentation and defense are as follows:

1. The student presents the graduation assignment, the research methods involved in the assignment and the most important graduation results, professional products, conclusions, and recommendations. If the graduation assignment took place in the student's own company, the business plan or the start-up of the company should definitely not be a main topic of the presentation (see guidelines: Annex: [Graduating in own company](#)). Max. **15** minutes
2. The graduation teacher, second assessor and company supervisor ask questions with regard to the presentation. The graduation teacher and second assessor take notes of the questions and answers. If the students worked in pairs, they will be questioned separately. Max. **15** minutes per student.
3. The graduation teacher, second assessor and company supervisor discuss the final assessment, while the student and others present wait outside.
4. The graduation teacher announces the grade to the student and others present and explains how the grade came about.

The presentation and defense are open to the public. Fellow students, parents and/or a partner may be present, on the condition that the graduation company and the student have no objection. If a presentation behind closed doors is requested by the graduation company or the student, the student needs to announce this at least 10 business days before the presentation to the exam board and the ACT internship and graduation office.

### 8.3.1 Dates of presentation and defense\*

- See beginning of manual

\* Note: no rights can be derived from the abovementioned dates. Dates may change in the meantime. Therefore, always refer to the gaming annual schedule on [mijn.saxion.nl](http://mijn.saxion.nl) for the most up-to-date dates.

After the presentation and the defense, the final assessment takes place with the graduation teacher, the coach, and the company supervisor, based on the final assessment graduation form (see Annex). This assessment is not public.

The graduation teacher is formally responsible for the final assessment on behalf of the Gaming study programme. The graduation teacher verbally notifies the student immediately after assessment of the final grade, as well as the evaluation of the various components. The graduation teacher is also responsible for submitting all of the assessment forms and the notes to the AAT Internship and Graduation Office (SAB), within two business days after the conclusion of the defense.

#### Steps to take by the student:

1. The student submits the final version of the graduation report, together with the assessment of the company supervisor via Blackboard and by email to the graduation teacher and Graduation office ([sab.act@saxion.nl](mailto:sab.act@saxion.nl)), in week 18, two weeks before the presentation (in accordance with the year schedule of gaming).
2. The student invites friends and family to the defense, in consultation with the graduation company.
3. If a presentation behind closed doors is requested by the graduation company or the student, the student needs to announce this at least 10 business days before the presentation to the exam board and the ACT internship and graduation office.
4. Student presents his/her graduation assignment in a maximum of 15 minutes.
5. Student defends in his/her graduation assignment in a maximum of 15 minutes.



Student

#### Steps to take by the organization:

1. The company supervisor fills out the assessment form and hands it to the student no later than two weeks before the presentation (week 18).
2. The graduation teacher and second assessor both separately fill out the assessment form.
3. The graduation teacher, second assessor and company supervisor ask questions following the final report and presentation.
4. The graduation supervisor and second assessor take notes of both the questions and the answers.
5. The graduation teacher fills out the final assessment form in consultation with the second assessor and company supervisor, after the presentation and defense.
6. The graduation teacher takes care of submitting all of the assessment forms and notes to the Graduation Office within two business days after the presentation.
7. The AAT Internship and Graduation Office assigns the Bison-team to register the grade in Bison.



Organisatie

## 9. Diploma ceremony

The diploma ceremonies are on average 3 to 4 weeks after the presentation and defense, 4 times a year. Students are expected to attend. A diploma must be signed by the student personally. If the student can not be present at the diploma ceremony he/she must make an appointment with the graduation office to sign the diploma at a different time. A diploma can not be sent by post.

Diploma ceremonies 2017 - 2018\*

- March , 2018
- July, 2018

*\* Note: no rights can be derived from the abovementioned dates. Dates may change in the meantime. Therefore, always refer to the gaming annual schedule on [mijn.saxion.nl](http://mijn.saxion.nl) for the most up-to-date dates.*

# Annexes

## Annex: Gaming graduation teachers

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Loon, T. van	Gaming	t.vanloon@saxion.nl,
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Jannink, e.h.a.	Gaming	e.h.a.jannink@saxion.nl,
Schipper, M	Gaming	w.g.a.schipper@saxion.nl,
Talman, R.G.	Gaming	r.g.talman@saxion.nl,
Malec, L.M.	Gaming	l.m.malec@saxion.nl,
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Boerrigter, M.J.	KNT	m.j.boerrigter@saxion.nl,
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Bosch, E. van den	KNT	e.vandenbosch@saxion.nl,
Status Muller, H.	KNT	h.statusmuller@saxion.nl,
Groot, M.M.M. de	KNT	m.m.m.degroot@saxion.nl,
Kamperman, K.E.J.	KNT	k.e.j.kamperman@saxion.nl,
Roosen, T.P.	KNT	t.p.roosen@saxion.nl,
Sinkeldam, R.P.A.	KNT	r.p.a.sinkeldam@saxion.nl,
Tellegen, C.	KNT	c.a.tellegen@saxion.nl,
Maas, R.P.	KNT	r.p.maas@saxion.nl,
Bruel, H.G.J.E.	KNT	h.g.j.e.bruel@saxion.nl,
Meulen, D. van der	KNT	d.vandermeulen@saxion.nl,
Veen, M.W. van	KNT	m.w.vanveen@saxion.nl,
Brandenburg, S.C.A.	KNT	s.c.a.brandenburg@saxion.nl,
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Geudeke, B.L.	KNT	b.l.geudeke@saxion.nl,
Rijks, M.	KNT	m.rijks@saxion.nl,
Boer, J. de	KNT	j.deboer@saxion.nl,
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# Annex: Graduating in your own company

## What does the graduation course look like for a student who wants to graduate with starting up his/her own business?

A student with the ambition to start his/her own business immediately after or during the final phase of the study programme is offered the opportunity to get support in starting his/her own business.

A student who wants to graduate in his/her own company describes the assignment from the point of view of the contents (product or service of the company) in a similar way as describing a graduation assignment at an external organisation. Starting up the business is NOT part of the graduation assignment. The student will, however, be helped with this, which will require extra efforts from the student as well as from Saxion. Saxion offers this extra effort through the Saxion Smart Bizz Center (<http://www.ybp.nu/nieuws/smart-bizz-center-afstuderende-eigen-bedrijf>).

Focus of the graduation assignment is on the contents; the start-up of the company is a parallel process. The starting point for the student is and will remain their passion for the subject matter and the belief he/she can add value to the professional field, whether or not this is with the student's own business.

Starting up a business and everything that comes with it is a valuable process. It is possible that the student decides not to proceed as an entrepreneur after completing his/her study programme, but the student has had the opportunity to see what the (im)possibilities are, and will be of additional value for any company as an employee with such an enterprising attitude.

## How does Smart Bizz work?

Parallel to working on the graduation assignment, the student has the opportunity to work on starting up his/her own business. This is done at Smart Bizz, which provides facilities such as work space, training, and supervision.

In this way, students develop their own company from their passion for the subject matter. Modelling of the company is done through the so-called "Business Canvas Model." This does not include the development of an abstract business plan, but gives a concrete foundation in setting-up a business.

## Who does the supervision and assessment from the academy and external?

Every graduation assignment has three supervisors.

1. Graduation teacher
2. Company supervisor

The same thing applies to graduating in your own company. The role of the company supervisor is taken on by someone at SmartBiz.

## Starting your own business is not the objective. How's that exactly?

When a student wants to graduate in his / her own company, it's important that not only the product get created, but also a business plan. That is a parallel course in which the student gets support from Saxion; in this case from Smart Bizz. That means that the student graduates based on the product(s) or service(s) that his/her company has to offer, within the framework of his/her (starting) business.

## What is the role of the graduation teacher?

The role of a graduation teacher is to supervise the student with regards to contents (the contents are the product that is to be developed or the service that the company will offer), and of course the assessment of the graduation assignment. Therefore, the teacher expressly does not supervise the process of starting the business, or the assessment of the extent to which the student succeeded in that.

## Is this only allowed when it has been included in the graduation plan from the start?

The same conditions apply as to any graduation assignment. This should also be approved by the graduation board before starting.

## Will the capability of the student to be an entrepreneur be taken into account? In

### **other words: is there an admission or can everyone do it?**

The Saxion Smart Bizz Center checks to see if a student is suitable for participation. The student needs to contact the Smart Bizz Center in a timely manner. There are only a few placements available every six months.

### **After reading this all....**

Suppose a student wants to establish him/herself as an independent photographer, designer, or some other self-employed business person. The student cannot graduate on the fact of having a business, but on the product that the student wants to produce in the business.

During the graduation period, the student can get support for starting his/her own business by way of the Saxion Smart Bizz course, but the company itself is not part of the graduation process. The graduation report will therefore be about the development of the product.

### **And what about the formulation of the graduation assignment?**

The formulation can be exactly the same as when the student graduates at an external company. The student wants to achieve something with the 'product' (what and why and for what target group), or the student wants to know the influence of his/her 'product' (on the target group, the market, ...), or he/she wants to investigate the characteristics the product needs to have to appeal to the target group.



## Annex: Financial aspects

### *Allowance*

A graduation allowance is a matter between the company and the student, in which the academy does not play a role. The academy does, however, deem it reasonable that at least all the expenses (for example travelling expenses and accommodation) are reimbursed by the company.

### *Insurance*

Saxion has taken out a third-party insurance and accident insurance for its students. The student needs to arrange for health insurance. It is advisable to take out additional insurance to the existing insurance when doing a graduation assignment abroad. The student can contact the school's International Office for more information about this.

### *Tuition fee*

Since the graduation period is a part of the study programme (the so-called "extra-mural" curriculum), the student needs to be registered at Saxion. The standard tuition fee is required to graduate.

## Annex: Writing the implementation plan

- **Introduction**
- **Reason for the assignment**
  - (General description of) Graduation assignment
  - Company outline
- **Objectives of the client**
  - Describe the question of the client
  - What products/services does the client need?
  - Who are the parties concerned?
  - What does the client want to do with the result?
  - Are there any limiting conditions / project boundaries
- **Preliminary problem definition**

'Openly' check whether the problem of the client has the right focus.

  - Problem analysis (figure out the 'question behind the question')
    - Is the problem that is brought up by the client really the problem?
    - Is the problem that is brought up by the client possibly caused by another invisible problem?
    - Will the client really be helped when this problem is solved?
    - Does the client maybe have more interest in solving another problem first?
    - Formulation of the final definition of the problem
    - With the solution of which problem will the client be most satisfied, and will the client achieve the most?
  - Formulation of the preliminary problem
- **Theory**
  - What is already known about the topic of the graduation assignment and the preliminary formulated problem in existing literature, research papers, publications, websites etc? Are there similar studies conducted? What resources (articles, websites, publications, books, studies, etc.) have you found? Remember to use the correct APA-style notation.
- **Problem definition**
  - With the insight from the theory the problem definition can be different than you formulated in advance. Indicate with solving whatever problem the client will be satisfied and accomplished the most.
- **Main and sub questions**
  - Formulation of the main question
    - Describe the question with which you are going to solve the problem
  - Formulation of the sub questions
    - Describe the sub-question(s) that you need an answer to, to be able to answer your main question.
- **The approach of your graduation assignment**
  - Describe, in short, per sub question, how you are going to answer these questions.
    - What methods are you going to use?
      - For example: literature study, desk research, experiment, prototyping, case study, (art) installation, interview, observation, questionnaire.
      - What products do you expect to create?
    - Describe how you expect to get answers to your questions by the obtained data, or developed product(s).
    - What sources do you expect to refer to?
      - Websites, experts, books, articles, target group(s)
- **Scope**
  - Describe the limits of your graduation assignment.
    - What, for example, are you not going to do? Are there any topics that you will deliberately leave out during your graduation assignment?
- **Graduation schedule** (Planning of the various graduation steps)

## Annex: Structure and contents of the graduation report

### Contents of the graduation report

The format should be business-like, clear, and providing insight, for example as follows:

- Title page
- Information page
- Summary (Abstract)
- Preface
- Table of contents
- Introduction
- Reason (Problem indication)
- Preliminary Problem statement
- Theory (Theoretical framework) / Literature review
- Definition of the problem
- Main and sub questions
- Scope
- Method of graduation project (Research design)
- Graduation results (Research results)
- Conclusion and discussion
- Recommendations
- Graduation products / professional products
- Sources (References)
- Annexes (Appendices)

## Explanation on contents of every component

### Title page

The title page is the front page and therefore the eye-catcher of your graduation report. You need to include the title (and subtitle) and possibly a nicely matching illustration. You should also include your name, study programme and student administration number here.

### Information page

The information page gives more information than the title page. Once again, include the title (and subtitle), information about your supervisors, information about yourself (name, student administration number and email) and your study programme. You will conclude with the date that you submit this graduation report.

### Summary (Abstract)

One of the functions of a summary is to give a short version for the readers who do not have time to read the entire graduation report.

### Preface

The preface is a personal note in your graduation report. Here, you can thank everyone who helped you realize your graduation report.

### Table of contents

If you have made good use of the lay-out styles in for example Word or Pages, your table of contents can be automatically created. You will start numbering your pages after your table of contents.

### Introduction

The following items need to be included in the introduction of a graduation report: problem indication, definition of the problem, main and sub questions, scope, short description of your research method and a description of the structure of your graduation report. This is often too long for a chapter, and that is why people often describe each item in a separate section.

### Reason (Problem indication)

Here you describe the reason of your graduation assignment. Why did you choose this assignment? You may, for example, start with referring to a relevant news article that describes the problem that you are going to deal with. After that, you can further explain the problem.

### Preliminary Problem statement

## Theory (Theoretical framework) / Literature review

In the theory chapter you try to answer all of the descriptive sub question. Possibly several of your sub questions are 'descriptive' questions. For example: what is responsive design? What is online marketing? These descriptive questions can almost always be answered by doing a literature study. You can create a separate section for each sub question.

## Definition of the problem

The problem you have described in the previous section needs to be put into a question to create your definition of the problem. Your entire graduation report will ultimately be 'the' answer to this problem definition.

## Main and sub questions

Your definition of the problem cannot be answered at once. You need to subdivide this into sub-investigations, each with their own research question. These are also called sub questions. In this section you can give an overview of your sub questions.

## Scope

An often occurring pitfall is that your definition of the problem initiates a graduation assignment that is too broad. A proper graduation assignment needs to be as specific as possible. Indicate here which factors apply to your graduation project.

## Method of graduation project (Research design)

A graduation plan consists of the methodology and procedures to carry out your graduation assignment. Explain here why you specifically selected this methodology.

## Graduation results (Research results)

Describe how the graduation project worked out and analyse the results.

## Conclusion and discussion

In the conclusion, you give a final answer to your defined problem. This is done by drawing conclusions based on the analyses in the chapter with research results. Often these results are open to several interpretations. That is why this chapter is called 'conclusion *and* discussion'. In the discussion part, indicate other possible interpretations and visions based on a clearly described experience or what has been described in literature.

## Recommendations and graduation products / professional products

The graduation products (also called professional products) are products based on the investigation you have done. In the recommendations part of your research project, you will link the research results to the company's question and give recommendations to the company. The outline of your graduation products is determined in consultation with your graduation supervisor and company supervisor. For example, you may have done research on what is the best marketing strategy for a certain product. You will have expressed this in your recommendations. Next, you could, for example, create a marketing plan based on this, but you may also create an elaborated marketing campaign. The size of your professional products can differ per graduation assignment. For one student, emphasis may lie more on the research part, for another student it may be more on the creation of the graduation products.

## Sources (References)

The standard style of acknowledgement of sources is the APA-style. If you use software to keep track of your sources, you can quite easily automatically generate a list of sources in APA-style.

## Annexes (Appendices)

In your graduation report, only the core information should be included. Many documents that you have used, but not necessarily need to be included directly in your graduation report, can be added as an annex. If they contribute to your graduation report you need to include them in the annex, as to be able to check how your graduation assignment has been carried out and what it is based on. Frequently occurring annex components are: interview (questions) and analyses.

## Annex: Checklist draft and final graduation report

Component of graduation report		Draft IP	IP	Draft report	Final report
Title page		.	.	.	✓
Information page		.	.	.	✓
Preface		.	.	.	✓
Table of contents		.	.	✓	✓
Summary		.	.	.	✓
Introduction		✓	✓	✓	✓
Preliminary problem definition		✓	✓	✓	✓
Theory		✓	✓	✓	✓
Definition of the problem		✓	✓	✓	✓
Main and sub questions		✓	✓	✓	✓
Scope		.	✓	✓	✓
Graduation method		.	✓	✓	✓
Graduation results		.	.	✓	✓
Conclusion and discussion		.	.	✓	✓
Recommendations		.	.	✓	✓
Sources (APA-style)		.	✓	✓	✓
Annexes		.	.	.	✓

<b>General graduation report</b>	<b>Draft IP</b>	<b>IP</b>	<b>Draft report</b>	<b>Final report</b>
Acknowledgement of sources is in accordance with APA-standards	✓	✓	✓	✓
Language is suitable for the client / target group <i>The graduation report may only be written in English and can only be written in another language if this is requested by the graduation company. In the latter case should always be a comprehensive summary in English be added to the final report.</i>	.	.	.	✓
Use of language is correct and business-like	.	.	.	✓
Spelling and grammar are correct and consistent	.	✓	✓	✓
Volume; max. number of pages = < 25 (excl. annexes and images)	.	.	✓	✓

## Annex: Graduation assignment assessment forms

Your graduation assignment consists of several products. You will submit these products. Since the supervisors and assessors have a variety of expertise, they will assess various components. The role of the supervisors, teachers and external experts differs as well.

The company supervisor and external experts always have an advisory role. The external expert is called in at random by the academy. The graduation teacher and second assessor are appointed by the exam board as the formal assessors. Of course they will take the advice of the company supervisor and external experts into account in their assessment. Below is an overview of the various products, and the corresponding assessors/advisors:

Product	Assessors			Advisory Assessment	Weight
	Coach	Graduation teacher	2nd assessor	Company supervisor	
Preliminary Implementation plan	✓	✓	.	✓	completed / not completed
Implementation plan	.	✓	.	✓	completed / not completed
Draft graduation report	.	✓	.	✓	completed / not completed
Graduation report	.	✓	✓	✓	40%
Presentation / Defense	.	✓	✓	✓	20%
Professional products	.	✓	.	✓	40%

For every component of the final assessment, there are different assessment criteria. In the enclosed forms, you can find an assessment form for each product.

## Annex: assessment form company supervisor

### Professional Products Assessment form

Student name	Student number	Date
Graduation company	Title of graduation report	Evaluator

KNOWLEDGE AND INSIGHT	I/S/G/E	EXPLANATION
The student uses current and relevant concepts from the field to translate the set of requirements into the professional product		
The product is current and relevant for the professional field		
SOLUTION-ORIENTED WORK APPROACH	I/S/G/E	EXPLANATION
The product created meets the technical and creative requirements formulated in the set of requirements		
SYSTEMATIC AND METHODOLOGICAL WORK	I/S/G/E	EXPLANATION
The student has formulated a set of requirements methodically		
The design decisions are justified; the connection between research and product is clearly worded		
The (concept) product is tested in practice and test results have lead to adjustments and recommendations		
COMMUNICATION	I/S/G/E	EXPLANATION
The professional product is presented in a suitable manner		
REFLECTING AND LEARNING	I/S/G/E	EXPLANATION
The student has a critical attitude with regard to (design) choices made and the quality of his/her work		
The student reflects on his own performance and role within the designing process		

What is your general assessment on the quality of the delivered professional products?
--

## Annex: assessment forms 1st & 2nd assessor

### Graduation Report Assessment form



Student name	Student number	Date
Graduation company	Title of graduation report	Evaluator

KNOWLEDGE AND INSIGHT	I/S/G/E	EXPLANATION
The graduation report shows insight in relevant concepts and methods from the field		
The student used recent literature. The literature has been collected systematically and assessed on relevance and usability		
SOLUTION-ORIENTED WORK APPROACH	I/S/G/E	EXPLANATION
The student defines and analyses the practical problem in an adequate manner		
The student is very capable of translating a practical problem into a question and has this question unravelled into sub questions or sub-problems		
The student develops and explains suitable solution strategies, advice and solutions.		
SYSTEMATIC AND METHODOLOGICAL WORK	I/S/G/E	EXPLANATION
The student selects and uses suitable (professional) methods and has adequately accounted for these selections in the graduation report		
The graduation report is well-structured and laid-out logically; the selected annexes explain the topic and research adequately		
COMMUNICATION	I/S/G/E	EXPLANATION
The use of language is clear and professional; spelling and grammar is correct (Dutch or English) and consistent		
Information sources have been used in a transparent way, and references and quotes are in accordance with the APA-style		
The lay-out and finishing touches of the graduation report show quality		

What is your general assessment on the quality of the graduation report?
--

**Professional Products Assessment form**

Student name	Student number	Date
Graduation company	Title of graduation report	Evaluator

KNOWLEDGE AND INSIGHT	I/S/G/E	EXPLANATION
The student uses current and relevant concepts from the field to translate the set of requirements into the professional product		
The product is current and relevant for the professional field		
SOLUTION-ORIENTED WORK APPROACH	I/S/G/E	EXPLANATION
The product created meets the technical and creative requirements formulated in the set of requirements		
SYSTEMATIC AND METHODOLOGICAL WORK	I/S/G/E	EXPLANATION
The student has formulated a set of requirements methodically		
The design decisions are justified; the connection between research and product is clearly worded		
The (concept) product is tested in practice and test results have lead to adjustments and recommendations		
COMMUNICATION	I/S/G/E	EXPLANATION
The professional product is presented in a suitable manner		
REFLECTING AND LEARNING	I/S/G/E	EXPLANATION
The student has a critical attitude with regard to (design) choices made and the quality of his/her work		
The student reflects on his own performance and role within the designing process		

What is your general assessment on the quality of the delivered professional products?

**Presentation and Defense Assessment form**

Student name	Student number	Date
Graduation company	Title of graduation report	Evaluator

KNOWLEDGE AND INSIGHT	I/S/G/E	EXPLANATION
The presentation and defense show insight in		

relevant concepts and methods from the field		
During assessment, the knowledge level is in accordance with what should be expected from a starting professional at an HBO-level		
<b>COMMUNICATION</b>	<b>I/S/G/E</b>	<b>EXPLANATION</b>
The student clearly and convincingly presented and explained his/her methods, results and conclusions, with supporting media		
The student shows good debating skills during the presentation and defense and is capable of giving substantiated answers to the experts' questions		
<b>REFLECTION AND LEARNING</b>	<b>I/S/G/E</b>	<b>EXPLANATION</b>
The student has a realistic view of his/her strengths and weaknesses		
The student has a critical attitude with regard to the (design) choices made and the quality of his/her work		
The student reflects on his/her own performance and role within the designing process		

<p>What is your general assessment on the quality of the presentation and defense of the graduation project?</p>          
--

## Annex: final assessment form

This form is completed by the graduation teacher, after presentation and defense in consultation with the second assessor and company supervisor. The student has graduated when all three parts (report, presentation/defense and professional products) are sufficient.

Student name	Student number	Date
Graduation company	Title of graduation report	
Graduation teacher:	Second assessor:	

