

Checklist for MSc graduation

Track Water management, TU Delft

General

The administrative procedure as required by TU Delft Education and Student Affairs (SPA), is described in the form CIE-0 that can be found on the website of TU Delft under Student Portal: <https://www.tudelft.nl/en/student/ceg-student-portal/education/master/forms-master> Here, you can also find the other forms mentioned.

Start of MSc Thesis work

- 1) Read the "**Guide for Graduation work Watermanagement**" for the process of doing a thesis and composing the Graduation Committee. [You can find it here.](#)
- 2) See your **Graduation Coordinator** ([Erik Mostert](#), room 4.82) to announce the start of the MSc thesis.
- 3) Apply for permission to start the MSc through the form "**Application Start MSc Thesis Project**" (form CIE-01). The form is send digitally by the student to the Student Affairs e-mail address SPA-CITG@tudelft.nl
Student must have at least 65 EC's on Master Courses, the Department recommends 70 EC's
- 4a) If you started the Master before 1 September 2020: complete the form "**Master Examination Programme (CIE-2)**" if you have not yet done so. The graduation coordinator will sign the form if the programme is according to the Teaching and Exam Regulations of the year you started and forward the form to the Student Affairs. If you have made **changes** to your programme, complete the form **CIE-2a** and send it to the graduation coordinator.
- 4b) If you started the Master on or after 1 September 2020: update your programme in **MyStudyPlanning**. The graduation coordinator will review the changes and approve them if they comply with the rules.
- 5) As soon as your **graduation committee** has been completed, fill and sign the relevant **form** and submit it to the graduation coordinator, who will then approve the form if it complies with the rules and forward it to the administration. The relevant form is:
 - a) If you started before 1 September 2020: CIE-2 or, if you have already submitted that form, CIE-2a
 - b) If you started on or after 1 September 2020: CIE-2b
- 6) Prepare a document for the **Website** of Water Management on the topic of the thesis work. Send this document within 2 weeks after the start of your MSc thesis by

email to secretariat of Water Resources (Secr-WR-CiTG@tudelft.nl). This will be posted on the website of the section under "ongoing MSc thesis work". Format is text, and/or graphs, pictures, maximum one A4. [See the website for examples](#):

7) If you do not automatically receive the weekly announcements of the colloquia two weeks after the start of your MSc thesis, contact the Secretariat of [Sanitary Engineering](#) or [Water Resources](#) so you are added to the **colloquium participation list**.

8) In case the **thesis work** is done **at an external organisation**, a graduation agreement between the TU Delft and that organization needs to be signed in advance: see the procedures for graduation at a company under "General forms" [on the website](#).

9) In case of **graduation work abroad**, check the TU Delft rules on travelling abroad and safety training on the [website of the International Office](#) and their [Brightspace page](#).

During the MSc Thesis work

10) Make regular **appointments** with your **graduation committee, and your daily supervisor**. There is a minimum of four meetings with the whole committee:

- the kickoff meeting, where your work plan has to be approved
- a mid-term meeting
- the greenlight meeting, where the draft has to be approved
- the thesis defense, which should be at least 20 working days after the greenlight meeting.

11) Graduating students at the Section Water Resources have to attend and **participate actively in at least 8 colloquia**. Students are expected to have at least one presentation in a colloquium. A colloquium talk consists of max 15 minute talk and 15 minute discussion. Discuss the presentation beforehand with your graduation supervisor(s).

12) In case any **equipment** is required for fieldwork, contact B.Estifanos@tudelft.nl. A deposit can be required.

Finalizing the MSc Graduation

13) Contact the Graduation Committee for the **date of the thesis defense**. Then check with your secretariat if that this date is available (e.g. to avoid simultaneous defenses).

14) Apply no later than **20 working days prior** to the date of the thesis defense for the MSc diploma by completing and sending the form CIE-3 "**Application Form Master Degree**". Send this form signed to the to SPA-CITG@tudelft.nl.

15) The completed and **final thesis** must be made available to the Assessment Committee at least **5 working days before** the date of the thesis defense. If not, the presentation will NOT take place.

16) SPA should receive the **last exam result** (apart from the mark for your thesis) ultimately **5 working days before** the date of the thesis defense. Do not wait for the last moment: if you fail an exam and there is no opportunity for a resit before this deadline, the graduation date has to be postponed.

17) Once the date of the **defense** is set, the student arranges for:

- A **lecture room** (through Servicepunt-CiTG@tudelft.nl)
- **Announcements** of defense on relevant billboards, e.g. in elevators
- **Digital announcement** send this to your secretariat: [Water Resources](#) or [Sanitary Engineering](#) for distribution under relevant staff and to the [Dispuut Water and Environment](#).
- Social event after the defense if applicable.

18) **The day of graduation:**

- The thesis work **must** be uploaded onto the **Central Library Repository under education repository**. Procedures can be found on <http://repository.tudelft.nl> Failure to do so may result in a delay in receiving your diploma supplements.
- All **equipment** borrowed is **returned** in clean conditions and used laboratory space is vacated and cleaned.
- **Files** pertaining to the thesis work are **removed** from TUD computers and the **working place** is **vacated** in a neat way.

19) For **Foreign students:** Make sure you have fulfilled all your financial obligations as a diploma will not be handed out before all bills have been settled.