**Composition of assessment committee for Master’s thesis project ME**

*to be completed by SPA-ME: see* the workflow at the end of the form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student name: | |  | Student number: |  | Date of final examination: |  |
| Master programme: Choose an item. | | | | | Track: Choose an item. | |
| Is eligible for Cum Laude  (N.B. include Cum Laude Member below) | | | | | Current weighted average: |  |
| Remarks: |  | | | | | |

*to be completed by the Chair of the Master’s thesis project assessment committee*  **Proposal for the appointment of the assessment committee:**Scientific Staff members (Asst./Assoc./Full Prof.)1,2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Affiliation**:  University / faculty / department | | **Involved**  in thesis project | **Not involved** in thesis project | **Dept. involved** in  programme/ track | **Permanently** employed at ME4 | **Expertise**  in thesis topic |
| S1 (Chair) |  | TU Delft / | / |  |  |  |  |  |
| S2 (required) |  | /      / | |  |  |  |  |  |
| S3(optional) |  | /      / | |  |  |  |  |  |
|  |  | **Requirements for members above:** | | ≥1 | ≥1 | ≥1 | ≥1 | ≥1 |
| Cum Laude |  | /      / | |  | ☒ |  |  | ☒ |

**Additional expert members** (PhD, Postdoc, Docent, Professional)  
**N.B. Mandatory** to add one when only 1 scientific staff member with relevant expertise is included above (at least 2 experts required).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Affiliation**:  University / faculty / department or company | **Expertise** in thesis topic |
| A1 |  | /      / | ☒ |
| (A2) |  | /      / | ☒ |

|  |
| --- |
| Remarks5: |

**By signing, the Chair confirms**:  
that the proposed master thesis committee meets the set requirements as described in article 23 of the current [Rules and Guidelines of the Board of Examiners](https://www.tudelft.nl/studenten/faculteiten/3me-studentenportal/onderwijs/gerelateerd/regelingen-reglementen/).

|  |  |
| --- | --- |
| **Signature Chair**: | **Signature MSc Coordinator (approval)**: |

**Article 25 Composition of assessment committee for Master’s thesis project**

The Board of Examiners appoints a Master Assessment Committee for each Master’s thesis project. A Master Assessment Committee consists of at least two members that are part of the scientific staff (1,2) and may have additional members with relevant expertise.

* One of the scientific staff members is appointed as Chair of the committee. The Chair must be employed at the ME Faculty (4) and experienced in supervising and assessing MSc thesis projects (3).
* From the scientific staff members:
  + at least one member has been involved in the thesis project, whereas at least one other member has not been involved;
  + at least one member has relevant expertise on the thesis topic;
  + at least one member belongs to a department involved in the mandatory courses of the student’s Master program/track.
  + at least one member is permanently employed as a ME faculty member (4).

Multiple attributes can be covered by each member.

* The total number of committee members with expertise on the thesis topic is at least two. Expert members can also be Lecturers, Postdocs, PhD candidates from TU Delft or other Dutch universities, or professionals from the field relevant to the thesis topic.
* In addition to the above, an extra member shall be added if the student, when registering for the degree audit, qualifies for the predicate ‘cum laude’. This extra member was not involved in the thesis project, has relevant expertise on the thesis topic and belongs to the scientific staff of a department that is different from the Chair’s department.

**Article 24 Master’s thesis project**

2. The graduation ceremony cannot take place if not all components, except the master’s thesis project, have been completed.

**Form 6 workflow**

**1. Student applies for graduation with the Study Programme Administration (SPA-ME) by sending form 5 to** [**SPA-ME;**](mailto:SPA-ME@tudelft.nl?subject=Form%20C%20TM%20[student%20name])no later than 20 working days before the intended thesis defence date.  
**2. On form 6 SPA-ME fills out student details and details that affect a possible cum laude annotation (i.e. missing grades/study duration/weighted average) and sends to department secretary;** within 5 working days, and no later than 15 working days before the thesis defence date.

**3. The chair, with assistance of the department secretary, completes the committee section, declares and signs, then sends the form to the master coordinator and cc to the student;** within 5 working days, and no later than 10 working days before the thesis defence date.  
**4. The master coordinator performs check on adherence to the regulations, signs for approval and sends the form to the** [**Board of Examiners**](mailto:boardofexaminers-ME@TUDelft.nl?subject=Form%20C%20TM%20[name%20student]) **(BoE) and cc to the student;** within 5 working days, and no later than 5 working days before the thesis defence date.  
**5.** The BoE performs random checks on committee composition.

1) Scientific staff is a full professor, associate professor, or assistant professor, employed at the TU Delft or another Dutch university. Upon a written request, the Board of Examiners can also allow scientific staff members employed at foreign universities. Retired scientific staff members can also be Master Assessment Committee members provided they had an involvement in the thesis project before retirement.

2) Department heads can propose lecturers (UFO docenten, teachers/lecturers) to act as scientific staff member (but not as Chair) of future Master Assessment Committees. The Department Head submits a motivation letter with CV to the Board of Examiners from which the qualifications of the lecturer for this role become evident. The Board of Examiners informs the Department Head about the decision (in writing).

3) Sufficient experience is defined by: membership of 5 or more MSc graduation committees at TU Delft in the last 3 years, including as supervisor of 3 or more completed MSc graduation projects at ME (4).

4) In case of inter-faculty programmes, this includes the participating TU Delft faculties. An employee list for our faculty will be supplied.

5) E.g., please mention here if the choice not to include a cum laude member is deliberate.