Graduation Manual

Master of Science Architecture, Urbanism & Building Sciences

Academic Year 2024 – 2025

TU Delft

Faculty of Architecture and the Built Environment

CONTENT

1. Introduction Who, What, Where

During the last registration period you registered for the courses of the Master 3 phase of your Master's degree. In this second year of the Master programme you start with your graduation project.

You will be supervised by a number of mentors for your graduation project. These are appointed by the coordinator of your graduation group. You have to determine a subject / research question for your graduation assignment. Depending on the track you have chosen, you have more or less freedom.

During the graduation phase you will have three formal assessment moments, the so-called presentations. These are the P2, P4 and P5. In addition, 2 progress assessments are held by your main mentor, in which you only get an indication whether you are on track. These are the P1 and P3 presentations.

All presentations are assessed on the basis of the rubric developed for graduation, which is called EMMA (stands for the pronounced Dutch abbreviation M.A. – Master Assessment).

This manual contains important information about the setup of the graduation process and is part of the official regulations that apply to the graduation phase.

Chapter one is only a short introduction of the graduation phase.

In chapter two you will find information concerning the programme and structure, the composition of your graduation team, the assessment, some graduation products and a scheme of the setup of the presentations. Here you can also find information about the admission conditions, assessment system and the special graduation qualifications: honourable mention and the predicate “cum laude”.

In the appendices you will find more detailed information on some specific subjects and the second part contains information for our staff members involved in the graduation.

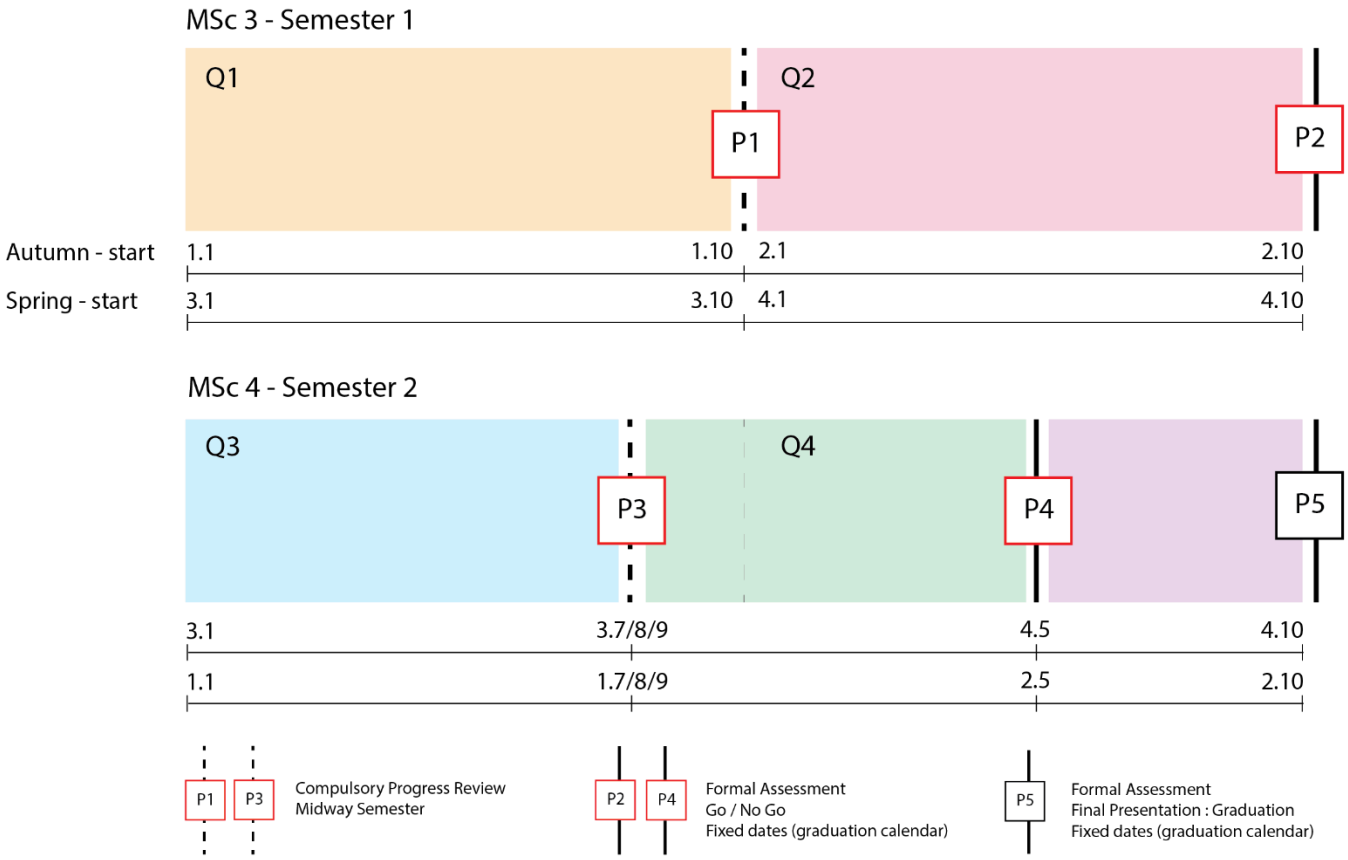
2. Graduation Process

2.1 Programme and structure

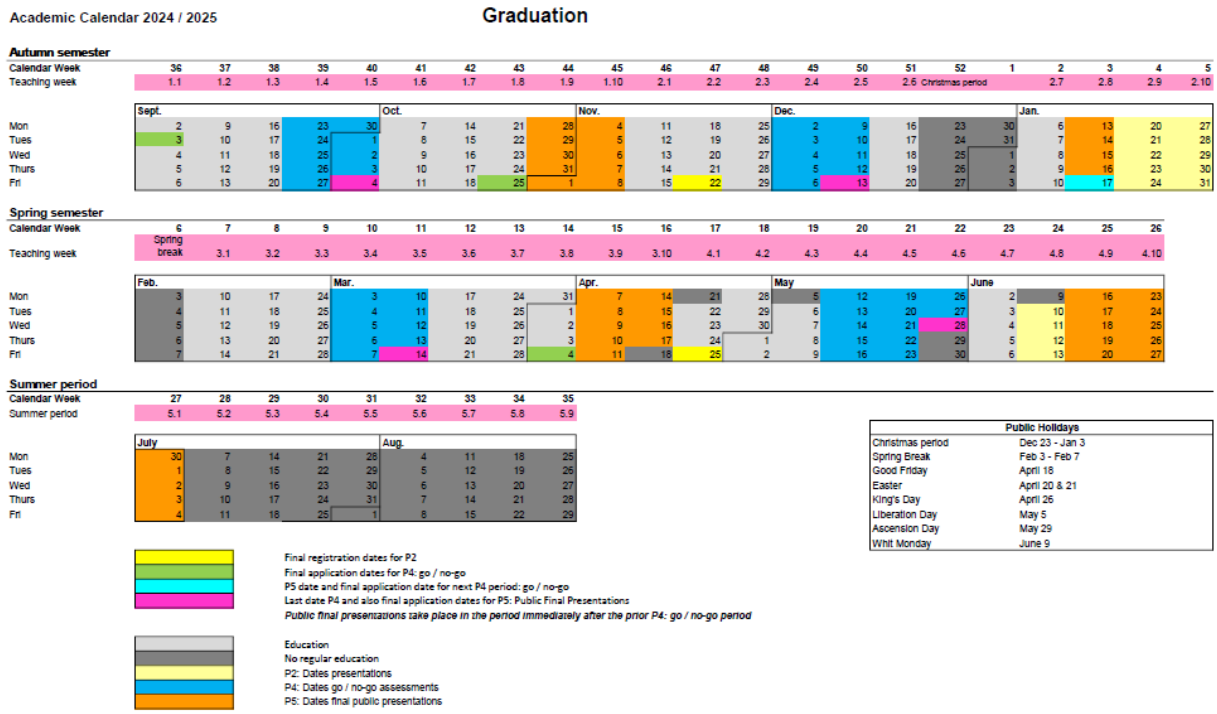
For all tracks the graduation phase covers the Master 3 semester (for some tracks partly) and the complete Master 4 semester. Because of the graduation process the Master 3 and 4 are interconnected. These two Master semesters must be completed without any interruption.

For all tracks the Master 3 ends with the P2 presentation.

Later in this manual, we'll tell you what to prepare for each presentation, how to sign up and what's next.



All presentations should be scheduled in the weeks indicated in the overview above. For the P2, P4 and P5 presentation the available periods and weeks are registered in the BK academic graduation calendar. Also be aware that there are deadlines for the registration. See calendar below.



Registration for presentations,

It is the responsibility of your main mentor to register your P2, P4 and P5 application. The faculty uses the Supersaas registration programme for this. The coordinators of your track / studio have access to this programme. Within every **P-**period specific days are assigned to every group. This is to spread the presentations and have a room available for all presentations.

To make it possible for you to make a well thought out graduation timeline, your mentors and delegate are requested to determine your P4 and P5 date after a successful P2 presentation at the latest. This also makes it possible for them and your delegate to record a timely reservation in their agenda

Graduation registration

The faculty has a graduation registration programme in Sharepoint. Only mentors and delegates have access to this registration. Your mentor team, progress and assessment are registered in this application. After each presentation your main mentor will sent you the filled in assessment form.

Joint graduation

In some tracks or Architecture studio's students work on the same subject or location. Because the graduation is an individual project, every student has to define a own research question and has to deliver and presentation their own graduation products.

A maximum of 2 students can work together on a larger (graduation) project, but each student will have to deliver its own products, present them and answer the questions during the several presentations.

Before starting as a duo in the graduation phase, the proposal for the combined graduation must be sent to Board of Examiners (BoardofExaminers@tudelft.nl). Only after their approval you are allowed to have a joint graduation.

These rules apply, because the Board of Examiners has to be sure every student individually meets the final attainment levels of the programme and also it must be possible for a student to continue the graduation if the partner students fails a presentation or has personal circumstances avoiding to continue.

2.2 Supervising and assessment

At the start of your graduation your mentor team will be composed. You will be appointed a main mentor and a second mentor. The mentors will guide and advise you during the graduation phase, but they will also assess your work and progress at the presentations.

Shortly after your start in a graduation lab, you are allocated a main mentor in consultation with the lab coordinator. Your second mentor is appointed at the admission to the P2 presentation at the latest. In some cases a third mentor is also appointed.

Because the Board of Examiners is responsible to guard the quality of all examinations also a delegate of the Board of Examiners is appointed by the Board of Examiners before your P2 presentation. The delegate is a teacher or former teacher who is familiar with the graduation process and will not be from the same track as were you graduate. This to assure the independency.

The delegate functions independently from the mentors and students and chairs the P2, P4 and P5 presentation. In that capacity, the delegate of the Board of Examiners protects a candidate against process errors and against unfair treatment by mentors; on the other hand the delegate of the Board of Examiners ensures that a candidate is not judged too lenient by the mentors.

Allocation of mentors

Track	Main mentor	Second mentor	Third mentor
Architecture	Track Architecture	Chair Architectural Engineering (dep. AE+T)	Research mentor
Building technology	AE+T	AE+T (but other group than 1st mentor)*	-
Urbanism	Urbanism	Urbanism (but other section than 1st mentor)	-
Management in the Built Environment	MBE	MBE (but other chair than the 1st mentor, unless the chair is building economics, building law, informatics and methods)	-
Landscape Architecture	Section Landscape Architecture	Architecture, Urbanism or Civil Engineering	-

Exceptionally the allocation of a second mentor from outside the own track is possible as well. All mentor teams must be approved by the Master coordinator of the involved track. This is done shortly before the P2 presentation and registered in the Sharepoint Graduation registration.

* the student will be assigned to two supervisors from 4 different groups of AE+T
- SD: chairs Structural Design & Mechanics or Architectural Glass or Architectural Timber
- FPD: chairs Design of Constructions or Building Product Innovation
- CD: section Environmental & Climate Design
- DI: section Digital Technologies.

The assessment system - EMMA

About EMMA
EMMA is a feedback and assessment tool for academic graduation projects of the Faculty of Architecture and the Built Environment. It aims to improve the transparency and justification of our assessments and the feedback you receive during the graduation phase. EMMA provides an overview of all essential aspects, which should be part of design and research projects. At the same time, EMMA enables tracks and studios to clarify the emphasis naturally following from the character of the studio and project at hand. EMMA is meant to be used both as an assessment tool – to clarify the assessment and examine if a student is on track or not; and as a feedback tool – to discuss the project with the student. At the final assessment (P5) EMMA will be used during the deliberation by your mentors and delegate as an extra tool to check on the marks and the corresponding standard.

General Criteria
All academic graduation projects are evaluated on the content (design and research) and the presentation. Assessment is done using the following general end criteria for these two components:

Design & Research
Your graduation project will be assessed on:

- coherence
- significance
- elaboration
- correctness
- and innovativeness

for all criteria both on main line and on aspects.
The further specification of these and other criteria can be found in the appendix 1

Presentation
The presentation itself will be assessed on the degree to which it is:

- clear
- intelligible
- reflective
- and engaging

for all criteria both on main line and on aspects.

During the graduation period and on all presentation moments (P1-P5) the assessment is given in relation to whether the student is on track in relation to the end criteria. During the assessment moment P5 the final grade will be determined, using the tables added in appendix 2. The final mark is the average, or may deviate from the average depending on the extent to which the whole does (or not) exceed the sum of its parts, or due other exceptional qualities of the work. The criteria and description for the marks given at the P5 can be found in appendix 2.

2.3 Graduation elements

During the graduation phase you will have to deliver several products. Some of them are compulsory for all graduates regardless of the track you follow. These products are: the Graduation Plan and the reflection. For all students in the Architecture track you will start in the Master 3 with the Research Plan course AR3A010 which you must have completed before the P2 admission.

All track specific deliverables can be found in appendix 3

Graduation plan P2

As part of the P2 presentation you will have to hand in your final Graduation Plan. In this document you explain where your graduation project will be about, what your research question is, which literature you will use. At your P1 you will have to deliver your draft version of your Graduation Plan.

The graduation plan can be part (additional chapter/appendix) of the written graduation report (please ask your graduation lab / studio coordinator about the format of the written graduation report).

Click here for the format for the Graduation Plan. Scroll down to: Master of Science Architecture, Urbanism & Building Sciences

As part of the Graduation Plan (P2), each Graduation Plan should also contain at least a short text / answer to the following questions:

1. What is the relation between your graduation (project) topic, the studio topic (if applicable), your master track (A,U,BT,LA,MBE), and your master programme (MSc AUBS)?
2. What is the relevance of your graduation work in the larger social, professional and scientific framework?

Reflection P3 and P4

At the P3 you have to hand in the draft reflection. The main mentor assesses whether the reflection meets the criteria below and touches upon the below mentioned aspects.

At P4 a final reflection must be included as a distinct part of the written graduation report / thesis (a separate chapter/appendix).

In the reflection you use a short substantiated explanation to account for the preliminary results of the research and design in the graduation phase (product, process, planning). The choice of method (how) and argumentation (why) which preceded the research, was a part of your study plan – the reflection must contain an answer to the question of how and why the approach did or did not work, and to what extent. The aim of the reflection is to look back and show:

- if your approach worked
- your understanding on the “how and why”
- your reflection upon the feedback that was given by your mentors
- how you have translated the feedback into your work
- how you’ve learned from your own work.

Finally, you have to look ahead and describe how the final part of the graduation period will be filled in.

Depending on the graduation (project) topic, reflection on the following aspects should be included (you may choose in which order; please follow the written instructions of your MSc track / graduation lab wherein the following aspects are integrated). The reflection should be in the form of a text, with diagrams and sketches for purposes of illustration and clarification.

1. *What is the relation between your graduation project topic, your master track (A, U, BT, LA, MBE), and your master programme (MSc AUBS)?*
2. *How did your research influence your design/recommendations and how did the design/recommendations influence your research?*
3. *How do you assess the value of your way of working (your approach, your used methods, used methodology)?*
4. *How do you assess the academic and societal value, scope and implication of your graduation project, including ethical aspects?*
5. *How do you assess the value of the transferability of your project results?*

We also expect you to develop 2 reflection question yourself which relate to the content of your work.

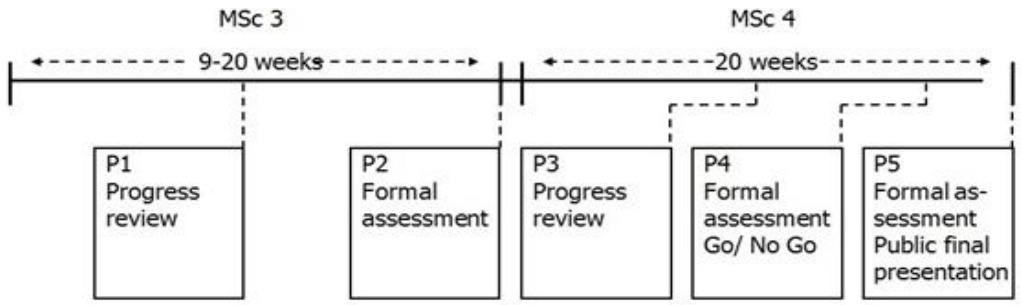
2.4 Presentations

In the course of the graduation process two obligatory progress reviews (P1 and P3) and three formal assessments (P2, P4 and P5) take place. At the P1 and P3 your main mentor will determine whether you are on track to continue the graduation phase nominally. If you are not on track with your graduation project there is a serious risk that you will not be able to meet the respectively P2 and P4 criteria within the remaining time. Regardless of the outcome of the P1 or P3, you may continue with your graduation project in preparation for your P2 or P4.

The P2 and P4 are formal assessments. If you do not pass them, you will have to redo them the next period. The P5 is also a formal assessment and is the only one for which you will receive marks.

The P1 and the P2 are part of the Master 3 programme and P3, P4 and P5 take place within the Master 4. All presentations are to take place within the assigned periods, indicated in the Academic Graduation Calendar (see paragraph 1.2). The location of all presentations will be the TU Delft Campus, if possible in a room at the Faculty BK, or will be held online if it is not allowed to meet on campus.

The standard language for graduation and all related documents is English. If you have a valid reason and wish to write and/or present in Dutch, a special request can be made, see appendix 6.



Detailed scheme per presentation

Presentation 1	**P1 - Compulsory progress review**
Goal	Assess whether the student's working method and progress guarantee that the student will be able to meet the requirements for the P2 in time
When	Midway Master 3 (before subscription deadline P2).
Planning	Organized by your main mentor.
Structure	Presentation: maximum 20 minutes, studio specific information will be supplied by your studio coordinator. Questions: maximum 15 minutes
Assessors	Main mentor – all tracks Research mentor, only for track Architecture Second mentor, only for track MBE
Subjects of assessments	Graduation proposal (draft graduation plan), including planning and progress. See specification per track in Appendix 3
Method of assessment	The positive or negative indication is based on the P1 assessment criteria (see appendix 4)
Assessment registration	The assessment is registered on the P1 assessment form; You will receive the filled in assessment form from your main mentor by email.
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and pace

Presentation 2 **P2 - Formal assessment**

Registration	Your studio coordinator or main mentor takes care of the registration for the P2.
Goal	Completion of Master 3; assessment students admission to Master 4; the base for passing the P2 should be that the mentor team is convinced that the student will be able to graduate in the semester following the P2 period
Where	At the faculty: reserved room by O&S scheduling department, or if not possible at the faculty an online presentation. The presentation will be added to MyTimetable.tudedelft.nl at latest 1 week before the P2.
When	End of Master 3, in fixed weeks according to the Academic Graduation Calendar, see paragraph 1.2.
Admission conditions	All students who are registered for the P2 period will only be allowed to participate if the student meets the admission requirements below before the final registration date: • **Architecture:** min. 55 EC of master 1 and 2. Plus course AR2A011 or AR2AT031 must be completed, and AR3A010 must be completed. • **Urbanism:** min. 55 EC of master 1 and 2 • **Landscape Architecture:** min. 55 EC of master 1 and 2 • **Management in the Built Environment**: min. 55 EC of master 1, 2 and 3. • **Building Technology:** min. 55 EC from master 1, 2 and 3, including AR1B011, a completed Master 2 design project, and the Master 3 SWAT CORE or EARTHY studio.
Responsibilities student	Deadline: final registration date P2 according to academic calendar - Hand in the Graduation Plan at the Board of Examiners, main mentor, mentors and delegate of the Board of Examiners at least one week before P2 - Present Graduation Plan, plan, draft research results and draft of graduation project using digital presentation and/or drawings (see appendix 1 for exact definition for required products for this presentation).
Structure	For each P2 one clock hour is scheduled. Only planned on standard timeslots (see appendix 8) - 15 minutes for student's preparation (scheduled) - 15 to 20 minutes presentation - 10 minutes questions and answers - 15 minutes appraisal and announce result **Architecture:** in case of studio group work: graduation labs can request the Board of Examiners permission for a structure with partly group and individual presentations; in that case all individual presentations must still be 15 minutes at least.
Assessors	Main mentor, second mentor, third mentor (if appointed). The delegate of the Board of Examiners chairs the presentation and the deliberation.
Required quorum	Main mentor, one other mentor and the delegate of the Board of Examiners.
Subjects of assessment	Graduation Plan (see paragraph 1.3), provisional research (result), provisional design (see appendix 3 for exact definitions).

Method of assessment	Assessment is based on the P2 assessment criteria of the chosen track, see appendix 4; the conclusion of the assessment is: passed, retake or failed.
Assessment registration	The assessment is registered on the P2 assessment form; You will receive the filled in assessment form from your main mentor by email.

Result of assessment — The result of the P2 assessment is passed, failed or retake.

Passed — At result "passed", the graduation committee is convinced that you will be able to graduate within 6 months; The result "passed" is considered to be an interim examination result and has a validity of 1 year.
Although not visible in your Student Progress Overview with passing the P2 you earned the credits part of the graduation phase of the Master 3.

Retake — At result "retake" the assessors are convinced that a realistic chance exists the you will be able to pass the P2 by making a reparation or additional assignment within max. 4 weeks. In that case the specific assignment is described at the "notes" at the P2 assessment form.
The main mentor[1] agrees a date and time for the retake with the student, the second mentor and the delegate of the Board of Examiners in order to assess the result of the retake.
If the P2 reparation assignment is assessed as sufficient, then the final result of the P2 is "passed" and this is registered and if the P2 reparation assignment is assessed as "insufficient", then the final result of the P2 is "failed" and the rule stated under "failed" applies

Failed — If a retake as described above isn't achievable, or the student didn't pass the retake, the student has to retake a complete semester; the result of P2 is "failed"
The student has to re-enrol by Enrolment-BK@tudelft.nl for the Master 3 in the same or another graduation laboratory and start again with the graduation project; grades of separate registered Master 3 courses will remain valid

Retake procedure — If the result of the P2 is a retake, then the procedure below will be followed:

- mentors record in the assessment on which criteria / parts the P2 was unsatisfactory;
- mentors determine, depending on the content of the resit assignment, whether or not reprogramming is necessary;
- in the case of a completely new presentation, the entire graduation team, including the delegate, will be present;
- if the retake is limited to the delivery of a last product, it will suffice for the student to send this to the mentors and delegate. When done the retake is lifted;
- if a new presentation meeting for the P2 is desired, the main mentor will request a room from the Service Desk or request their own departmental secretariat to do so and inform those involved about the booked location.

Presentation 3	**P3 - Compulsory progress review**
Goal	Survey whether the student's working method and progress guarantee that the student e will be able to meet the requirements for the P4 in time.
When	Midway Master 4 (Educational week 7, 8 or 9).
Structure	Presentation: minimum 15 minutes and maximum 30 minutes. Questions: 15 minutes.
Assessors	Main mentor (compulsory). Second mentor (compulsory).
Subjects of assessment	Content and progress plan of graduation project, draft reflection.
Method of assessment	Assessment is based on the P3 assessment criteria of the chosen track, see appendix 4; the mentors give the student a positive or negative indication concerning plan and progress graduation project; also feedback on the draft reflection is given.
Assessment registration	The assessment is registered on the P3 assessment form; You will receive the filled in assessment form from your main mentor by email.
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and rate.
Responsibilities student	• Hand in draft reflection at main mentor.. • 15 minutes before start presentation, hang design or project drawing and if necessary install digital presentation. • Present Graduation Plan, graduation project and reflection (see paragraph 1.3) for exact definition for required products for this presentation).

Presentation 4	**P4 - Formal assessment**
Goal	Assessment whether content of academic fields of the graduation project and the presentation meet the programme generic and track specific final attainment levels (see TER Art. 1.5) If the student meets this requirements meets the admission requirements to the final public presentation (P5).
When	At fixed weeks according to Academic Graduation Calendar, see paragraph 1.1.
Admission requirements	Student must have completed all educational components before the final P4 application date with exception of P4 and P5 assessment for admission to the P4 presentations.
Structure	For each P4 one hour and 15 minutes are scheduled. Each P4 must be held on a standard timeslot (see appendix 8). Structure: • 15 minutes for student's preparation (scheduled) • minimum 15 to maximum 30 minutes presentation • 15 minutes questions • 15 minutes appraisal + feedback
Assessors	Main mentor Second mentor Third mentor (if appointed)
Required quorum	Main mentor One other mentor Delegate of the Board of Examiners
Subjects of assessment	All graduation products / subjects, including the final reflection (see Appendix 3 and paragraph 1.3).
Method of assessment	Assessment is based on the P4 assessment criteria of the chosen track, see appendix 4; the mentors give the student a positive (GO) or negative (NO-GO) judgment on the graduation project.
Assessment registration	The assessment is registered on the P4 assessment form; You will receive the filled in assessment form from your main mentor by email
Supervision	Students are given full supervision during the two semesters of the graduation project; it is generally terminated thereafter. Students who have not taken or passed a P4 presentation after the second nominal opportunity after the P2, will be referred by the mentors to the Academic Counsellors to discuss what progress they are making in graduating and any reasons as to why they may be falling behind schedule in their studies. Also be aware that the P2 result "passed" is considered to be an interim examination result and has a validity of 1 year.

Result of assessment	The result registered for the P4 can be: GO, NO GO or Withdrawal. In case a student doesn't appear at the P4 presentation or withdraws in advance, this will be registered as "withdrawal" at the assessment form; this withdrawal and in case the students doesn't apply for a P4 nominal after passing the P2, this will be counted as a NO GO result This applies for every P4 period according to the Academic Graduation Calendar; the mentor assesses whether the student should be referred to a student counsellor; after a second NO GO the student is given a binding advice to consult a student counsellor.
GO	A positive judgement at P4 (GO) means the student will have the final presentation in the first coming P5 period and also guarantees the student will obtain at least a mark 6 for all academic fields (including all forms of presentation) and also as end mark at the final presentation (P5).
NO GO	If a student fails to meet the P4 requirements the result is a NO GO. At a result "NO GO" the retake / next opportunity for a P4 will be the next P4 period according to the Academic Graduation Calendar.
Maximum number P4 attempts	After a third P4 possibility the student is basically no longer offered any guidance or supervision. All P4 possibilities counted from the P4 period at the end of the semester following the semester in which the student passed the P2 are taken into account.

Responsibilities student

- **Preparation P4**

- Check whether your main mentor registered your P4 application in Supersaas. They can use this programme to determine an available P4 date with you, your mentors and delegate of the Board of Examiners and register your P4 application.
- Send P4 products to mentors and delegate of the Board of Examiners: at least 1 week for P4 date,
- Send final reflection to Board of Examiners, mentors and delegate of the Board of Examiners at least 1 week for P4 date, For tracks: Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. Upload P4 report on Brightspace plagiarism scan at latest one week before P4.

- **Day of your P4**

- 15 minutes before start presentation, hang design or project drawings and if applicable install digital presentation
- Present research result / graduation project and reflection using digital presentation and drawings (see appendix 3 for exact definition for required products for this presentation)
- After a successful P4: definitively determine P5 date and preferred daypart or timeslot with your mentors and delegate. Your mentor will register this.
- Determine whether embargo on graduation work is desired.
  If yes: Apply a request: see Forms.

Presentation 5	**P5 - Public final presentation**
Goal	Public final presentation and assessment of the graduation project.
When	First P5 period after the P4 period where GO at P4 was obtained.
Admission requirements	Student has finished all educational components of the students Master programme with exception of P5 presentation. For tracks Urbanism, Landscape Architecture, Management in the Built Environment and Building Technology: you must have uploaded your report in the Brightspace P5 plagiarism check.
Structure	For each P5 one hour and 45 min. are scheduled. Only scheduled on standard timeslots (see appendix 8) • 15 minutes for student's preparation • 30 minutes presentation • 15 minutes questions • 15 minutes appraisal • 15 minutes graduation ceremony
Assessors	Main mentor Second mentor Third mentor (if appointed)
Required quorum	Main mentor At least one other mentor Delegate of the Board of Examiners
Subjects of assessment	Research / graduation project (depending on track) and final reflection. See appendix 3.
Method of assessment	Assessment is based on the P5 assessment criteria of the chosen track; the mentors give the student a mark for all involved academic fields, presentation and an final mark. See appendix 2.
Outcome of the assessment	All parts of your graduation project will be rewarded with at least the mark 6.0 and the final mark will also be 6.0 or higher; After the P5 you are graduated and subsequently receives your Master diploma.
How the assessment is registered	The assessment and marks are registered on a hard copy form for the student and also in the digital P5 assessment form in SharePoint by your main mentor. You will receive this form digitally shortly after the P5.

Responsibilities student

Preparation

- Determine with your main mentor whether an embargo on your graduation work is desired.
  If yes: Apply a request: see Forms.
- For tracks: Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. Upload final version of the P5 report on the Brightspace plagiarism check page at latest one week before P5
- Send P5 products to mentors and delegate of the Board of Examiners: at least 1 week before P5 date
- Prepare your presentation.
- Gather and prepare your graduation products you will have to store digitally at TU Delft repository at the latest the day after the your final presentation; compulsory documents:
  - Presentation P5
  - Thesis / final report
  - Reflection report
  - Set of drawings (if applicable)

  Contact details are not allowed (addresses, phone numbers, email etc.). You can always increase you online visibility in another way. After adding the thesis you will receive a resolver link. You can place this link yourself on you LinkedIn or other pages.
- Invite your family and friends to join your P5 presentation live or online.

Day of your P5

- 15 minutes before start presentation, hang design or project drawings and if applicable install digital presentation
- Present research result / graduation project and reflection using digital presentation and drawings (see appendix 1 for exact definition for required products for this presentation).

After graduation

- Digitally store the graduation project at TU Delft repository at the latest the day after the final presentation; compulsory documents:
  - Presentation P5
  - Thesis / final report
  - Reflection report
  - Set of drawings (if applicable).
- Unsubscribe as TU Delft student, via Studielink.
  Remember to terminate your enrolment for TU Delft via Studielink in the month of your graduation. You're enrolment will be terminated as from the 1st of the next month. If you do not terminate your enrolment in time you are required to pay tuition fees for another month. Retroactive termination of your enrolment is not possible.
  For details and latest update see: Termination of enrolment

Tuition fee refunds

Under certain circumstances the tuition fee can be partly refunded. See website Contact Centre

2.5 Special qualifications

Based on the results gained for the courses in the Master programme, including the graduation the student can be awarded a cum laude diploma. If a student does not meet the cum laude requirements but has excelled in the graduation phase the graduation committee can decide to award the student with an honourable mention. It is not possible to receive both the cum laude diploma and an honourable mention.

Cum Laude[2]
A student may receive the predicate “cum laude” for the Master’s degree audit if the Board of Examiners decides to grant this distinction and at least the following requirements have been met:

1. the weighted average of the results of the courses not including the Master final Project must be at least 8,00; passes (v) and exemptions (vr) will not be taken into consideration;
2. the number of credits for the courses for which a pass (v) has been earned or for which an exemption (vr) has been granted may not exceed 20,0 credits in total. An exception will be made if the student took an exchange semester and the courses completed abroad were assessed with a pass / fail result. Those courses will not contribute to the 20 EC max.
3. the result (final grade) for the Master final Project must be at least 8,5;
4. the duration of study, that is, the period between the student’s enrolment on the programme[3] and his or her taking the final examination, must not exceed the nominal period of study plus one semester, taking into account study-delays based on the TU Delft Profiling Fund Regulations.

Students who do not meet all criteria above, especially the fourth, for instance because they were enrolled as a student in a specific semester but didn’t participate in any course or examination in that semester can apply for an exemption. This should be done at before the date of the P4 presentation.

Honourable mention[1]

On intercession of the mentor and approval of the delegate of the Board of Examiners the predicate Honourable Mention may be attached to the examination result. The condition for this is that the student achieved some outstanding result within the graduation phase or the student has delivered a special or exceptional performance.

Already at the P4 the graduation committee of the students determines if the student is nominated for an honourable mention. Within a week after the P4 the main mentor hands in the text for the honourable mention at the secretariat of the Board of Examiners. After the text is printed on the TU Delft paper the main mentor and secretary of the Board of Examiners will sign the honourable mention.

The student will only be informed on the Honourable Mention at the diploma ceremony. The written Honourable Mention will be handed over to the student together with the P5 mark list.

In case of particular circumstances or exceptional characteristic an Honourable Mention is only possible after agreement from the Board of Examiners.

[1] The complete system is described in Article 2.32 of the Rules and Regulations of the Exam Committee.

[2] The complete system is described in Article 2.31 of the Rules and Regulations of the Exam Committee.

[3] For students admitted to the Master programme on basis of the “Zachte Knip” regulation. This period will also count for the Master enrolment period.
Students who have interrupted the Master programme for a semester or year and didn’t take any courses in that period can request the Board of Examiners to leave this period out of the calculated study duration. This request must be submitted before the P4 presentation.

APPENDIX

APPENDIX 1 EMMA Glossary of Terms

Coherence	The product is consistent. It is the degree of internal integration of the end product, to what extent main line and elaboration of all aspects form a consistent whole. It is a quality, concept or essence, in the sense of the sum being more than all its aspects.
Significance	Relevance, well-argued, meaning. It has quality and value in relation to a wider context. It is deepening a focus, a design vision or research question in relation to the professional, scientific, 'design, historical, philosophical, ethical and / or socio-cultural context.
Elaboration	Development, fleshing out, extensiveness. It addresses a relevant number of aspects and the degree to which they are resolved. It is the extent to which both detail aspects and main line are worked out, also in relation to each other.
Correctness	Accuracy, efficacy, and evidence-based. The information, facts and deployed design / research techniques and tools are adequate. They are based on or emerging from accepted (professional) knowledge and know-how, and they make sense in relation to each other. Innovative methods and new knowledge developed or applied in the project must be grounded and substantiated either empirically or theoretically.
Innovativeness	Imaginativeness. Transcending the design task through creativity, original contribution, personal interpretation Holding the attention or interest through enrichment or / and excellence. Design and research products vary in this respect from coming up with a 'craftsman's piece of work' in a specific, unique, complex, vague and open-ended situation to an innovative aspect or artefact, in the sense of surprising and unfamiliar combinations and unexpected ideas.
Knowledge and know-how	All kind of professional well-established knowledge and experience, in the form of theory, principles, patterns and tools. It is effective precedent study, interpretation and processing to come up with a qualitative good product in a specific unique situation at hand. In the end the product itself enriches the professional culture of knowledge and know-how.
Exploration	Studying, generating alternatives, testing, trial-and-error, trial-and-reflection. It includes the whole palette of overseeing from different perspectives, thinking out of the box, investigating knowledge and new developments, learning about an issue at hand by experimenting.
Reflection	Careful consideration, arguing, thinking thoroughly and critically. Observation, comparison, evaluation, valuing, and positioning aspects in relation to each other and in a broader context. Reflection takes place on different scales: on making decisions as part of the process of coming up with a design or research product, on the personal way of working and on positioning the product in relation to a broader professional, scientific, ethical, historical, philosophical, social, cultural context.
Presentation	Explanation and reflection on all relevant issues, regarding main line (focus, significance and innovativeness) and all relevant aspects of design / research products (elaboration and correctness). Aspects are: clarity of structure, readability of text, drawings and schemes, appropriateness of reasoning and arguments, positioning your personal way of working and design/research product in relation to a broader professional, scientific, historical, philosophical, socio-cultural context. Including the use of adequate presentational means: - to express the aspects and scale levels of the design product: a set of different, complementary means, such as 2- and 3-dimensional sketches, spatial, functional and technical drawings on all relevant scales (such as perspectives, plans, sections, facades, details), models and oral text. - to express the research product: oral and written text, schemes, tables and drawings to illustrate.

APPENDIX 2 P5 Criteria and grades (All Tracks)

During the graduation period and on all presentation moments (P1-P5) the assessment is given in relation to whether the student is on track in relation to the end criteria. During the assessment moment P5 the final grade will be determined, using the following tables.

Design & Research	**P5 Grade**
What is presented displays a minimal level of coherence and significance correctness and elaboration.	6
What is presented is adequately coherent and significant. On the main issues it is correct and complete and on some aspects examined in greater depth.	7
What is presented is coherent and signficant. On the main issues it is correct, thorough and complete. It is on all relevant aspects elaborated in greater depth or there is a degree of innovation or elegance.	8
What is presented is coherent and significant. It is correct, through, complete and elaborated on all relevant aspects. It displays a degree of depth and precision and a degree of innovation or elegance.	9
What is presented is coherent, significant and innovative. It is correct, thorough, complete and elaborated on all aspects. It is characterized by great depth, precission and elegance.	10

Presentation	**P5 Grade**
The presentation displays a minimal level of clarity, intelligibility and reflection.	6
The presentation is sufficiently clear and intelligible. It explains the main line and some aspects with sufficient presentational means. There is some argumentation and reflection. As listener you are more or less engaged by it.	7
The presentations is clear, intelligible and elegant. It explains the main line and aspects with relevant presentation means. There is argumentation and reflection. As listener you are engaged by it.	8
The presentations is clear, intelligible and elegant. It explains the main line and aspects with a complete set of relevant presentational means. There is good argumentation and reflection. As listener you are really engaged by it.	9
The presentations is clear, intelligible and elegant. It explains the main line and aspects with a complete set of presentatonal means characterized by accuracy and precision. There is profound argumentation and reflection, also in the sense of positioning in a broader context. As listener yu are really engaged by it.	10

Final grade
The final grade is the average, or may deviate from the average depending on the extent to which the whole does (or not) exceed the sum of its parts, or due other exceptional qualities of the work.

APPENDIX 3 Subjects to be assessed per presentation

You have to deliver the track specific products for each presentation as mentioned in the tables below.

For all tracks

- All products must reflect an academic attitude: evidence based, logical, critical.
- All products must reflect a professional attitude: presented using the appropriate media at appropriate scales.
- At the P5 examination the master thesis report / design will be graded on the subjects of the studio, being the main academic, second (and third) discipline and the oral, written and visual presentation. In addition a final overall grade will be given.

Note: Consult your mentor for the exact interpretation of the requirements.

Architecture

P1
Design studio • thematic research • site analyses • situational research
Research studio • thematic research • draft research • situational research
P2
Design studio • graduation plan based on template (see student portal) • urban draft / master plan (on an appropriate scale) • programme of requirement • draft design (plans, sections, elevations) 1:500 / 1:200
Research studio • urban draft / master plan (on an appropriate scale) • programme of requirement • draft design (plans, sections, elevations) 1:1000 / 1:500 • graduation plan based on template (see student portal)
P3
• draft reflection (see paragraph 1.3) • plans, facades, cross-sections, 1:200 • part of the building, plan and cross-cut (on an appropriate scale) • façade fragment with hor. and vert. cross-section (on an appropriate scale) • set up details

P4
• theoretic and thematic support of research and design • final reflection on architectonic and social relevance (see appendix 3) • site 1:5000 / 1:1000 • plan ground level 1:500 • plans elevations, sections 1:200 / 1:100 • part of the building, plan and drawings 1:50 • façade fragment with hor. and vert. cross-section (on an appropriate scale) • details
P5
Identical to P4

Management in the Built Environment

P1
• Presentation of P1 report with concept research proposition • Draft graduation plan according to template
P2
• Graduation plan based on template (see student portal – forms AUBS) • Presentation P2 report with: (a) a description of the working method for answering problem statement and re-search questions and (b) report of literature examination.
P3
• Draft reflection (see paragraph 1.3) • Presentation P3 progress report: Which (propositional) conclusions are to be drawn from the (empirical) research and what should be done to successfully complete this process in time • For details see appendix 2
P4
• Presentation P4, final report (=P5 final report 99% completed) • Final reflection based on template (see paragraph 1.3) • Report with appendixes for detailed information. Eventually action plan, computer model, checklist of other tools, published separately and refer to this recognizable and accessible in the final report
P5
• Presentation P5 final report including possible action plan, computer model, checklist of other tools.

Urbanism (more detailed information: see year guide MSc 3&4 urbanism)

P1

- P1 poster presentation
- *if trajectory MSc3 Urbanism:*
  - *Graduation Orientation (AR3U105)*
  - *Graduation Exploration (AR3U110) assignment*
- *if trajectory JIP*:
  - *JIP report + reflection on graduation project*

P2

- P2 Presentation
- P2 report including:
  - table of content
  - complementary chapters of the graduation project
- Graduation Plan based on template (see student portal – forms AUBS)

P3

- P3 presentation
- P3 report including:
  - table of content
  - draft reflection (see paragraph 1.3)
  - complementary chapters of the graduation project

P4

- P4 Presentation
- P4 report (max. 30.000 words) including:
  - table of content
  - final reflection (see paragraph 1.3)
  - complementary chapters of the graduation project
- For the Online museum:
  - 1 representative attractive square image without any text in jpg or png format (max. 10 MB) for the online graduation museum
  - completed graduation museum form indicating: student name, student number, master programme, studio, mentor team, title of the project, abstract of 500 words etc. The link to the form will be distributed via Bright Space or by email.

P5

- Final presentation
- Final report (max. 30.000 words) including:
  - table of content
  - final reflection (see paragraph 1.3)
  - complementary chapters of the graduation project
  - summary
- For the repository:
  - final report
  - presentation P5
  - abstract of max. 500 words
  - list of selected key words (complete list of keywords will be available via Bright Space)

Landscape Architecture*

P1
Project hypothesis, approach and site analysis • Project idea, provisional project title and outline (250-500 words) • First theoretical + methodical structure (based on research goal and questions, start of report) • Start Glossary • Initial site analysis / design • Precedent research and design principles • Time planning project
P2
Diagnosis and concept design • Graduation plan (see student portal – forms AUBS) • Theoretical framework and methodical structure of report • Results of the site analysis • Elaboration of Glossary • Initial design/concept: experiments, principles, strategy and intervention addressing different scale levels relevant for the project (from detail to region – through scales), models
P3
Elaborated design • Draft reflection (see paragraph 1.3) • Elaborated design in terms of strategy and intervention with plans, sections and 3d models addressing relevant scale levels • Draft report with project hypothesis, approach, analysis, diagnosis and initial description of the design and glossary
P4
Final design • Almost final reflection as part of final report • Provisional final results: design with detailed plans, sections and 3d-models
P5
Public presentation • Final integral report • Public presentation of the project with all kinds of products: plans, sections, 3D models, experiments, films, etc.

*) see the Flowscapes graduation studio guide for detailed information

Building Technology

P1
• Draft graduation plan • Conceptual research/design framework • First literature study results
P2
• Graduation plan according to template (see student portal – forms AUBS) • Report* containing: - research framework of 5-10 pages. (including methodology) - literature survey and desktop research results • Outline of the design-task, including: - context - programme of requirements - draft design (e.g. Façade; Structure; Detail; System; ..) or concept/outline (in cases where the final design is more dependent on research foundation at this stage of the P2). - reference projects
P3
• Draft reflection (see paragraph 1.3) • Design by research or research by design results • Conceptual thesis report • Plan for the remaining graduation timespan
P4
• Final reflection (see paragraph 1.3) • Final design by research or research by design results including: - argued results based on repeating process of generating, selecting and validating of variants - argued testing of concept and design to the programme of requirements and preconditions • Draft final thesis report containing: - research results processes - conclusions drawn
P5
• Final presentation of the design by research or research by design, see P4 • Final thesis report Final report, see P4 (including executive summary) • Verbal and digital final presentation

* for report structure see guidelines Building Technology graduation studio

APPENDIX 4 Rubric assessment forms

Assessment P1-P4 (All Tracks)

The table below shows the possible results of the P1 to P4.

P	DESIGN & RESEARCH:	Assessment	Result
P1	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is promising.	
		In what is presented issues are still missing	
P2	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is sufficient to go on.	Passed
		What is presented is insufficient on this moment. However this can be solved in some weeks.	Retake
		What is presented is insufficient to go on.	Failed
P3	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	That what is presented is on track.	
		In what is presented issues are still missing.	
P4	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is sufficient or more than sufficient in all disciplines.	Go
		What is presented is insufficient in one or more disciplines.	No Go
		The student has withdrawn from P4.	Withdrawal

Feedback P1-P4 (All Tracks)

During the graduation period and on all presentation moments (P1-P5) the feedback is given in relation to whether the student is on track in relation to the end criteria.

The feedback to the student on what aspects are missing on the specific assessment is divided in three types of tables:

1. All tracks have a general table with detailed aspects for the design and research.
2. All tracks have a general table with detailed aspects for the research paper.
3. All tracks have a track-specific table with additional aspects for the design.

Continuation APPENDIX 4 Rubric assessment forms

After each presentation you will receive the filled in EMMA assessment form by email. Your mentors will tick the boxes of criteria for which you didn't reach the level that could be expected for that specific presentation (P1 to P4). They have also the possibility to add some self-defined explanation to describe things to you in more detail.

1. Design and Research (all tracks)	
Design & Research aspects You have to pay extra attention to presence, development and profoundness of:	**Check box if applicable**
Coherence: internal consistency, integration, essence, concept	☐
Significance: ethical, socio-cultural and/or scientific relevance, value, meaning	☐
Elaboration: extensiveness, degree of detail of all aspects	☐
Correctness: accuracy, efficacy, and evidence-based	☐
Innovativeness: personal interpretation, creativity, new, unexpected, unique situation	☐
Knowledge and know-how: effective study and use, processing of precedents and principles	☐
Exploration: openness, discovering and investigation, analysis and testing	☐
Reflection: careful consideration, presentation, effects, comparing and positioning	☐
Presentation: clarity, intelligibility, reflection and being engaged by it as a listener	☐

2. Research Paper (all tracks)	
Research Paper aspects You have to pay extra attention to the development of your research with respect to:	**Check box if applicable**
Coherence: internal consistency, integration, essence, concept	☐
Problem statement and research question: formulation objective context, main and sub-questions and theoretical scope problem	☐
Research method: description and appropriateness of research method(s)	☐
Results: outcomes research, order, formulation and processing all relevant data	☐
Conclusion: direct answer on research question(s)	☐
Discussion: reflection on research method, data and answer in a broader context, such as position in society or academic debate and possible relation with design	☐

3. Track specific aspects of design - ARCHITECTURE		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Spatial aspects: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass	☐
	Functional aspects: such as programme, requirements, order and circulation, dimensions and physical conditions	☐
	Material and technical aspects: such as material, detailing, physics, structure, construction and climate design	☐
	Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation	☐
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	☐

3. Track specific aspects of design – BUILDING TECHNOLOGY		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Technical aspects: such as materiality, detailing, physics, structure and façade and roof design, climate design, including calculations	☐
	Aesthetical aspects: such as space, composition, light, texture, colour, shape and mass	☐
	Functional aspects: such as programme, requirements, order, dimensions and physical conditions	☐
	Contextual aspects: such as building (component) and context (site), response to the surroundings in shape, composition and function	☐
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	☐

3. Track specific aspects of design – LANDSCAPE ARCHITECTURE		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Spatial aspects: such as composition and systems, designing through scales, experiencing space, circulations and sensorial aspects	☐
	Contextual and environmental aspects: such as site-specificity, process, ecology, climate design, metabolism and response to the surroundings in shape, composition and mass	☐
	Functional aspects: such as programme, requirements, order and circulation, physical dimensions: soil, wind, temperature, etc., and geomorphology conditions	☐
	Material and time aspects: such as flora and fauna, soil and water, process o growth and succession, temporality and detailing	☐
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	☐

3. Track specific aspects of design - URBANISM		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Spatial aspects: such as composition of structure and space, landscapes, networks and systems, material and atmosphere, time and transformations, relations between scales	☐
	Environmental aspects: such as environmental conditions urban metabolism, climate adaption, water management and ecology	☐
	Strategic (planning) aspects: such as planning systems and cultures, governance, political situation, decision making process, stakeholders	☐
	Functional and technological aspects: such as land-use, programme, requirements, accessibility and connectivity, 'new technologies'	☐
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	☐

APPENDIX 5 Particular circumstances

Quorum at presentations

A quorum is required for the graduation presentation to be valid.
Quorum for P2, P4 and P5: main mentor, one other mentor and delegate of the Board of Examiners

- Absence of delegate of the Board of Examiners
  The Board of Examiners appoints delegate of the Board of Examiners and substitute delegate of the Board of Examiners for all presentations. If the delegate of the Board of Examiners will be unable to attend an presentation he or she asks the substitute to replace him / her and informs the Secretary of the Board of Examiners on this replacement. The substitute delegate of the Board of Examiners is registered in the digital graduation registration.

- Absence of main mentor or other mentor

  Known in advance

  If it is known in advance that the main mentor or other mentor will be unable to attend, a presentation must be held for that mentor prior to the presentation. The assessment and signature of the mentor concerned must be written down in a letter. This letter must be given to the delegate of the Board of Examiners in a closed envelope. At the appraisal this assessment will be taken into account by the other mentors for determining the final assessment.

  Unexpected absence

  At unexpected absence there will be looked by the main mentor and other present mentors for an exam authorized deputy within the same academic field.
  The Secretariat of the Board of Examiners is also informed by the main mentor or delegate of the Board of Examiners about this absence. The presentation should preferably be continued and the final assessment should be determined after hearing the absent mentor.
  The determination for a GO / NO GO (P4) or the registration of the marks on the final mark lists (P5) only takes place after consulting the absent mentor by phone. If this isn't possible final judgment at the P4 is postponed, at the P5 a "pass" is registered for the involved academic field. In both cases a meeting with the absent mentor takes place on the shortest possible term, to determine a final conclusion. At doubt or on request of the student, it may be decided that an extra presentation must be held.

Difficulties at the appraisal

It may occur that the appraisal doesn't lead to an assessment. The delegate of the Board of Examiners informs the student on this situation and explains the applied procedure and the corresponding terms. Subsequently he collects the presented products and presents the problem to the secretary of the Board of Examiners. The secretary of the Board of Examiners decides which member of the committee will look after this matter. This member of the Board of Examiners will reconvene the mentor team and the delegate of the Board of Examiners for a reappraisal, which she / he will chair, in which she / he will attempt to achieve consensus. In the event of failing the member of the Board of Examiners will make a final decision.

APPENDIX 6 Language

The standard language for graduation and all related documents is English

Presentation in Dutch: If the student only wants to do the presentations in Dutch, but produce and deliver the research and reports in English during the graduation, this may be decided by the mentors and delegate at the P2. This must be reported to the Secretariat of the Board of Examiners, so this can be registered. With this choice all graduation documents are written in English

Report and presentation in Dutch: At the latest at the P2 registration, the main mentor may decide that, in view of the subject of graduation, it is desirable to write and present in Dutch. This proposal for graduation in Dutch must be submitted to the Board of Examiners by means of a formal written request from the main mentor (with the agreement of the student concerned). The Board of Examiners will then decide whether to accept the request.
In addition, it is compulsory that the student makes an English summary in connection with the publication in the TU Delft repository.

With regard to the summary, this should at least make clear:

- Which research questions have been prepared;
- How the research has been conducted, and
- What the conclusion of the research is.

APPENDIX 7 Plagiarism scan P4 and P5

The Plagiarism scan on the graduation documents is implemented for all Master Architecture, Urbanism and Building Sciences students (all tracks, with exception from Architecture) and Master Geomatics students.

The Plagiarism scan has been integrated in Brightspace and is used to guarantee the authenticity of student's graduation work at the Faculty of Architecture and the Built Environment. The Turnitin tool in Brightspace is used for this purpose. The tool will make it easier for the student and mentors to check the work of a student on originality and plagiarism. It is the responsibility of the main mentor to discuss the Turnitin plagiarism report of his/her student at his/her P4.

Each student will upload his/her thesis, report or other graduation work with text at the latest one week before the P4 presentation. The mentors and delegates will be enrolled by Education and Student Affairs in the Plagiarism Brightspace course.

The student has the possibility to upload provisional versions of his document as often as he/she wants for plagiarism feedback. This feedback is only meant for the student. The submissions and results in the 'Provisional Version' folder are there just for the student to try things out.

The final version of the P4 document will be submitted in the final version folder of the plagiarism scan. The final submission folder will only allow one submission for each student and the plagiarism feedback will only be visible for mentors. The student will not be able to see his/her score.

After admission to the P4 the student receives detailed instructions by email about how the Plagiarism scan works.

Assessment of result

It is the responsibility of the main mentor to determine whether the results of the plagiarism scan in the final folder are an indication of actual plagiarism. In all cases, suspicion of plagiarism or not, the mentor should share the findings with the student, the other mentors and the delegate at the P4 assessment.

If there is a suspicion of intentional plagiarism, the mentor should discuss this with the student and notify the Board of Examiners afterwards.

Final plagiarism check on P5 document

Because the student normally will make changes to the report between the P4 and P5, the final report that will be presented at the P5 must also be uploaded in the Brightspace course "Plagiarism scan" and the main mentor will have to evaluate the outcome before the actual P5.

About Turnitin

Turnitin has certain limitations concerning the documents which can be uploaded. The students will be informed about the limitations, the meaning of similarity scores and plagiarism in general after registration for the P4

Appendix 8 Standard time slots for presentations (P2, P4 and P5)

Timetable P2
(first 15 minutes is for the student to prepare)

08:45 – 09:45
09:45 – 10:45
10:45 – 11:45
11:45 – 12:45

Break

13:45 – 14:45
14:45 – 15:45
15:45 – 16:45
16:45 – 17:45

Timetable P4
(first 15 minutes is for the student to prepare)

09:00 – 10:15
10:15 – 11:30
11:30 – 12:45

Break

13:15 – 14:30
14:30 – 15:45
15:45 – 17:00
17:00 – 18:15

Timetable P5
(first 15 minutes is for the student to prepare)

08:45 – 10:30
10:45 – 12:30
12:45 – 14:30
14:45 – 16:30
16:45 – 18:30

Extra appendices for staff, a.o.: mentors, coordinators and delegates

APPENDIX A Graduation registration and assessment

For all students who are admitted to a Master 3 graduation lab, the Education and Student Affairs administration of the Faculty will create a basic digital graduation file. This includes student name, student number, student email address, track and chosen graduation lab. Also the blank assessment forms for the P1 till P4 presentations are made available.

It is the responsibility of the main mentor to keep the registration. After each presentation the filled in assessment form must be sent to the student. A copy of this assessment form is automatically sent at the same time to the other mentors and the delegate of the Board of Examiners.

For coordinators and mentors user manuals for different parts of the graduation registration are available on the start page of the digital registration. Significant changes in the registration system are announced on the start page of the system. For all questions on the digital registration you can contact the Secretariat of Education and Student Affairs.

For all students in graduation phase of the Master Architecture, Urbanism and Building Sciences the EMMA rubric will be used for the assessment. See paragraph 1.2 and appendix 1, 2 and 4 of this manual.

We have an online registration for graduation progress and assessments. All involved teachers have access to this information in the SharePoint application that is used for the registration. The registration includes personal information of the student, the composition of the mentor team, registration of the student by the main mentor for the P2 and P5 application and the registration of all the assessments.

A compulsory scan on plagiarism with the use of Turnitin is used for graduates from the tracks Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. After registration for the P4, students first get the possibility to do the plagiarism check themselves. and Theythey have to hand in a final version before the P4 presentation. The result of this plagiarism scan must be assessed by the involved mentors at the P4. Also the final (P5) version of the report must be uploaded in this Brightspace plagiarism check by the student and must be assessed by the involved main mentor.

All P2, P4 and P5 presentations must be held in the appointed periods as indicated in the academic graduation calendar (see page 5). Within each period all tracks and studios are assigned specific dates. These dates are determined by Education and Student affairs (taking into account the studio wishes) and sent to the Master track coordinators before the start of the academic year.

The same dates are made available in the Supersaas tool that is used for making P2, P4 and P5 reservations. With the start of academic year we do not longer use paper / hard copy reservations.

APPENDIX B Detailed responsibilities per presentation

In this appendix we describe all actions in the sequential order for the P1 to P5. For each presentation, the steps that must be taken in preparation, during the presentation and afterwards, and who is responsible for this, are listed.

Presentation 1 P1 - Compulsory progress review

P1 responsibilities	
Preparation	
Action	**Responsible**
Make student file in SharePoint Graduation Registration	Education & Student Affairs
Register students main mentor in Graduation administration. The main mentor must be a scientific staff member with a multi-year position. Exceptions are only possible with permission from the Board of Examiners and Director of Education.	Lab coordinator
Schedule day, time and location and inform student and mentor team Note; do not schedule in P2, P4 or P5 period	Lab coordinator
15 minutes before start presentation: hang drawings of project or design and if necessary install digital presentation	Student
The presentation	
Action	**Responsible**
Present draft curriculum, plan and graduation project	Student (See appendix 3 for the description of required products)
Assess student progress and fill in “P1 assessment form”	Main mentor
Completion	
Action	**Responsible**
Fill in “P1 assessment form”, use notes, advise and make agreements and determine and register conclusion: • On schedule – student made enough progress to register for nominal P2 • Not on schedule – student didn’t make enough progress for nominal P2	Main mentor
Within 2 days after P1; send the assessment form to the student, with email button on the assessment form	Main mentor

Presentation 2 **P2 - Formal assessment**

P2 responsibilities	
Preparation	
Action	**Responsible**
Schedule and register students P2 date in Supersaas before the P2 application dead line. Academic Graduation Calendar	Lab coordinator
Check whether student meets the admission conditions and register in SharePoint; inform student by email on result admission assessment	Student Administration (SPA-BK) with the secretary of the Board of Examiners
Allocate delegate of the Board of Examiners and register, delegate of the Board of Examiners and substitute in SharePoint	Secretary Education and Student Affairs BK
Allocate second mentor and register in SharePoint for each student, one month before start P2 period at the latest. Conditions: see table in paragraph 2.2	• BT coordinator for A students • MSc 3-4 coordinator for U. • Lab / studio coordinator for LA, MBE and BT students
Schedule P2 for admitted students; scheduled presentations will be part of the course BK-P2 and also the individual Staff Members timetables on My Timetable	Scheduling department
Hand in the Graduation Plan at the Board of Examiners, main mentor, other mentors and delegate of the Board of Examiners at least one week before P2	Student
Read and assess the Graduation Plan	Mentors and the delegate of the Board of Examiners
15 minutes before start, hang drawings of project or design and if applicableinstall digital presentation	Student (See appendix 3 for exact definition for preparations for this presentation)
Check mentor team composition and sign for approval if agreed on or inform the main mentor if not agreed on. In that case a change in the mentor team must be arranged before the P2.	Master track coordinator

Continuation P2 responsibilities	
The presentation	
Action	**Responsible**
Act as chairman	Delegate of the Board of Examiners
Present Graduation Plan, draft research results and draft of graduation project using digital presentation and/or drawings	Student (See appendix 3 for exact products for this presentation)
Questioning the own academic field	All mentors
Evaluate academic level of students presentation and mentors questions	Delegate of the Board of Examiners
The appraisal	
Action	**Responsible**
Act as chairman	Delegate of the Board of Examiners
Determine final judgment	Main mentor, mentors, delegate of the Board of Examiners
Determine if the student must be advised to consult an academic counsellor	Main mentor, mentors, delegate of the Board of Examiners
Fill in P2 assessment form and register the conclusion on the P2 assessment form	Main mentor
Completion	
Action	**Responsible**
Inform the student of assessment and make arrangements for retake if necessary	Main mentor
After P2 with result PASSES - Schedule P4 and P5 in Supersaas: date and timeslot agreed on by second mentor, third mentor and delegate.	Main mentor after consultation other mentors and delegate.
Complete assessment form with own notes within two workings days	Second mentor, third mentor and delegate of the Board of Examiners
Determine P4 and P5 date with all mentors and delegate involved and register in Supersaas P4 and P5 registration from own track / studio.	Main mentor, second mentor, third mentor and delegate of the Board of Examiners
Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P2 in students SPR in Osiris	Student Administration (SPA-BK)

Presentation 3 **P3 - Compulsory progress review**

P3 responsibilities	
Preparation	
Action	**Responsible**
Schedule day, time and location and inform student and mentor team. NOTE: Do not schedule in P2, P4 or P5 period	Lab coordinator or studio coordinator
Register scheduled date in digital graduation administration	Lab coordinator or studio coordinator
Hand in draft reflection at main mentor	Student
15 minutes before start presentation, hang design or project drawing and if applicable install digital presentation	Student (see appendix 3 for exact definition for required products for this presentation)
At the presentation	
Action	**Responsible**
Present Graduation Plan, plan, graduation project and reflection	Student (see appendix 3 for exact description of required products for this presentation)
Fill in “P3 assessment form”, determine conclusion: • On schedule – student made enough progress to register for nominal P4 • Not on schedule – student didn’t make enough progress for nominal P4 Register feedback on student’s draft reflection	Main mentor
Determine and register if the student should consult the academic counsellor	Main mentor
Document the conclusion on the P3 assessment form	Main mentor
Completion	
Action	**Responsible**
Inform the student of assessment; advice on progress	Main mentor
Check registration at the assessment form; use notes, advise and make agreements	Main mentor
Within 2 days after P3; send the assessment form to the student, with email button on the assessment form	Main mentor

Presentation 4 **P4 - Formal assessment**

P4 responsibilities	
Preparation	
Action	**Responsible**
P4 application: The application date for the P4 should preferable be registered immediately after the P2, but at latest at the P4 application date. Registration in Supersaas.	Studio-coordinator
Immediately after P4 application dead-line: Collect P4 Supersaas applications and register P4 applications in the digital graduation registration	Secretary Education and Student Affairs Faculty of Architecture
Check whether student meets the admission requirements; discuss check on admission requirements and check mentor team approval; inform the student on the result of the admission check	Student Administration (SPA-BK) with the Secretary of the Board of Examiners
Schedule P4 Scheduled presentations will be part of the course BK-P4 and also the individual Staff Members timetables on My Timetable	Scheduling department BK
Send P4 products to mentors and delegate of the Board of Examiners: at least 1 week for P4 date	Student
Send final reflection to Board of Examiners, mentors and delegate of the Board of Examiners: at least 1 week for P4 date	Student

P4 responsibilities (continuation)	
Preparation	
Action	**Responsible**
For tracks: Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. Upload P4 report on Brightspace plagiarism scan at latest one week before P4.	Student
15 minutes before start presentation, hang design or project drawings and if applicable install digital presentation	Student (see appendix 1 for exact definition for required products for this presentation)
Assess the result of the similarity report on the students P4 report in Brightspace. If suspicion of fraud consists after assessing the report, inform student and Board of Examiners.	Main mentor
The presentation	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (See appendix 1 for exact description of the products for this presentation).
Verify title graduation project; the title registered in the digital graduation registration will be on the diploma supplement and in the repository	Main mentor
Questioning the own academic field	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners
The private appraisal	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Determine final judgment	Main mentor, other mentors, delegate of the Board of Examiners
Determine if student is nominated for honourable mention (see section 3.1 for details)	Mentor team
Determine if the student must be advised to consult an academic counsellor	Main mentor, other mentors, delegate of the Board of Examiners
Document the assessment and conclusion on the digital assessment form	Main mentor

P4 responsibilities (continuation)	
The private appraisal	
Action	**Responsible**
If result “Go”: determine P5 date (or use the earlier established P5 as registered) and day part and register P5 date in SharePoint at the P4 “GO” assessment form.	Main mentor, other mentors, delegate of the Board of Examiners
Completion	
Action	**Responsible**
Inform the student of assessment; in case of a Go inform student also on requested P5 day timeslot and preferred room	Main mentor
Fill in own field of P4 assessment form for presence, involved academic fields and own notes within two workings days	Second mentor, third mentor and delegate of the Board of Examiners
Determine whether embargo on graduation work is desired. If yes: Apply a request: see Forms.	Student and main mentor
Check assessment form and send it to student by email, using the button on the assessment form. In case of a honourable mention hand in text at secretary Board of Examiners	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P4 in students SPR in Osiris	Student Administration (SPA-BK)

Presentation 5 P5 - Public final presentation

P5 responsibilities	
Preparation	
Action	**Responsible**
Register the preferred date and day part within the defined P5 period with all involved; should be done at P4	Main mentor
Check whether P5 date is registered for all students who passed P4	Secretary Education and Student affairs
Check whether student meets the admission requirements. If yes deliver diploma to ESA BK	Student Administration (SPA-BK) and CSA
Inform student on admission, procedure and P5 obligations	Secretary Education and Student Affairs
Schedule P5 Scheduled presentations will be part of the course BK-P5 and also the individual Staff Members timetables on My Timetable	Scheduling department
Print student's blank P5 mark list	Secretary Education and Student affairs
Collect the diploma, student's P5 mark list + blank envelop on the day of the P5 at Secretariat O&S	Delegate of the Board of Examiners
Determine whether embargo on graduation work is desired. If yes: Apply a request: see Forms.	Student and main mentor
For tracks: Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. Upload final version of the P5 report on the Brightspace plagiarism check page at latest one week before P5	Student
Assess the outcome of the similarity check on the students' report on the Brightspace plagiarism check. Only if that did not result in any irregularities may P5 be held, otherwise the student must first be addressed and improvements made to the report.	Main mentor
Send P5 products to mentors and delegate of the Board of Examiners: at least 1 week before P5 date	Student

P5 responsibilities	
Preparation	
Action	**Responsible**
15 minutes before start presentation, hang design or project drawings and if applicable install digital presentation	Student (See appendix 3 for exact definition for required products for this presentation)
The presentation	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (see appendix 1 for exact definition for required products for this presentation)
Questioning the own academic field. Determine whether student improved final project based on remarks made at P4	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners
The appraisal	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Fill in the P5 assessment form: Complete with notes to specify the strong and weaker parts.	Main mentor
Determine the mark for all academic fields, presentation and final mark	All mentors and delegate of the Board of Examiners
Register all marks at the P5 assessment form	Main mentor
Register all marks on student's paper mark list	Delegate of the Board of Examiners
Open diploma envelop and determine if student graduated "Cum Laude"	Delegate of the Board of Examiners
If at the P4 the student was nominated for an honourable mention and didn't graduate cum laude, the honourable mention will be handed out together with the diploma.	Main mentor, other mentors, delegate of the Board of Examiners

P5 responsibilities	
Diploma ceremony and completion	
Action	**Responsible**
Welcome student and public to diploma ceremony	Delegate of the Board of Examiners
Inform the student of assessment results (not the marks) and address on the process, content of graduation project and the method of working NB. grades will not be publicly announced	Main mentor
Hand over the paper mark list in a closed envelop to student and if applicable the written honourable mention	Main mentor
Hand out diploma	Delegate of the Board of Examiners
Sign diploma two sided	Student
In case of a (possible) Cum Laude diploma: return extra diploma directly after the P5 to O&S secretary	Delegate of the Board of Examiners
Day after the P5: Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Digitally store the graduation project at TU Delft repository at the latest the day after the final presentation; compulsory documents: • Presentation P5 • Thesis / final report • Reflection report Set of drawings (if applicable)	Student
Unsubscribe as TU Delft student via Studielink	Student
Register P5 results in Osiris	Student Administration (SPA-BK)
After student uploaded graduation documents at TU Delft repository: send diploma supplement to student address	Student Administration (SPA-BK)
Archive students graduation registration	Student Administration (SPA-BK)

APPENDIX C Manual delegate of the Board of Examiners

The Board of Examiners has prepared an instruction for the delegate of the Board of Examiners. This document is available for teaching staff and will be sent to all delegates every academic year.

The link to the latest version of the instruction is available on the starting page of the Sharepont Graduation registration.

APPENDIX D Reference to official regulations

Subject	Registered at	Article
Graduation project	Teaching and Examination Regulations (TER) of the Master AUBS	Article 1.7, Section 6
Graduation process (end responsibility graduation laboratories, supervision time, guest mentor and guest supervisor, presentations, structure presentations)	Teaching and Examination Regulations (TER) of the Master AUBS	Appendix IV
Admission to the graduation phase	Teaching and Examination Regulations (TER) of the Master AUBS	Article 1.7, Section 7
Appointment of delegate of the Board of Examiners	Rules and Guidelines of the Board of Examiners	Article 2.5, Section 4
Language graduation	Rules and Guidelines of the Board of Examiners	Article 2.7, Section 3
Plagiarism scan	Rules and Guidelines of the Board of Examiners	Article 2.10
Archiving graduation project and presentations forms	Rules and Guidelines of the Board of Examiners	Article 2.19, Section 2
Publication graduation work in TU Delft repository	Rules and Guidelines of the Board of Examiners	Article 2.19, Section 6
Possibility for embargo on work in repository	Rules and Guidelines of the Board of Examiners	Article 2.19, Section 7
Master final project	Rules and Guidelines of the Board of Examiners	Article 2.26
Composition of the assessment committee for Master Thesis Project	Rules and Guidelines of the Board of Examiners	Article 2.27
Working method of the assessment committee	Rules and Guidelines of the Board of Examiners	Article 2.28
Official date of Master final project result	Rules and Guidelines of the Board of Examiners	Article 2.29
Pass and fail rules Master AUBS	Rules and Guidelines of the Board of Examiners	Article 2.30
Pass and fail rules governing the Honours Programme Master	Rules and Guidelines of the Board of Examiners	Article 2.31

The predicate designation “cum laude” for Master’s degree audits	Rules and Guidelines of the Board of Examiners	Article 2.33
“Honourable mention”	Rules and Guidelines of the Board of Examiners	Article 2.34
Degree certificate and supplement	Rules and Guidelines of the Board of Examiners	Article 2.35

Appendix E Standard time slots for presentations (P2, P4 and P5)

Timetable P2
(first 15 minutes is for the student to prepare)

08:45 – 09:45
09:45 – 10:45
10:45 – 11:45
11:45 – 12:45

Break

13:45 – 14:45
14:45 – 15:45
15:45 – 16:45
16:45 – 17:45

Timetable P4
(first 15 minutes is for the student to prepare)

09:00 – 10:15
10:15 – 11:30
11:30 – 12:45

Break

13:15 – 14:30
14:30 – 15:45
15:45 – 17:00
17:00 – 18:15

Timetable P5
(first 15 minutes is for the student to prepare)

08:45 – 10:30
10:45 – 12:30
12:45 – 14:30
14:45 – 16:30
16:45 – 18:30