

Procedure Graduation (TIL-0)

Students who started the Master TIL in or after September 2022

Transport, Infrastructure & Logistics



When embarking on the Master Thesis it is also important to observe what is laid down in the:

Teaching and Examination Regulations – ANNEX : Thesis

Rules and Guidelines Board of Examiners MSc TIL: Master thesis

All forms can be downloaded from the website: www.tudelft.nl ; Student portal, Education, CEG, Master, Forms Master [Educational Rules and Regulations \(tudelft.nl\)](http://www.tudelft.nl)

Before start graduation work:

MyStudyPlanning	<p>Note: MyStudyPlanning is for students who started the Master TIL in or after September 2022</p> <ul style="list-style-type: none"> Complete MyStudyPlanning in cooperation with the coordinator The coordinator gives approval to the examination programme in MyStudyPlanning SPA-CITG will process the MyStudyPlanning in OSIRIS
Changes MyStudyPlanning	<ul style="list-style-type: none"> Complete MyStudyPlanning in cooperation with the coordinator The coordinator gives approval to the changes in the examination programme in MyStudyPlanning SPA-CITG will process the approved changes in the examination programme in OSIRIS
TIL-1	<ul style="list-style-type: none"> Complete the form “Application Start Master Thesis Project (TIL-1)” in cooperation with the chair assessment committee and send this form to Mrs. L.E. Bontje, EducationSupport-CEG@tudelft.nl to approve the composition of the Assessment Committee. Mrs. L.E. Bontje will send the form to SSC-E&SA TIL. The SSC-E&SA TIL will check the request and will inform the student by e-mail with a copy to the chair of the assessment committee.
TIL-1a	<p>Changes in the composition of the Assessment Committee have to be approved.</p> <ul style="list-style-type: none"> Complete the “Form for Changes in Assessment Committee (TIL-1a)” and send this form to Mrs. L.E. Bontje, EducationSupport-CEG@tudelft.nl to approve the changes in the composition of the Assessment Committee. Mrs. L.E. Bontje will send the form to SSC-E&SA TIL.
No later than 20 working days prior to the presentation:	
TIL-3	<ul style="list-style-type: none"> Complete the “Application Form Master Degree (TIL-3)” and send this to SPA-CITG@tudelft.nl In the e-mail “Receipt confirmation for Application Form MSc Degree (TIL-3)” SPA-CITG will inform you about the diploma and diploma supplement process
No later than 10 working days prior to the presentation:	
	<p>If, for any reason, you are not able to deliver your report within 5 working days prior to the presentation, or cannot complete your courses in due time, you are requested to send an email to SPA-CITG@tudelft.nl</p> <ul style="list-style-type: none"> The presentation is then postponed until the SSC-E&SA received a new TIL-3 with the new date The completed and final thesis must be made available to the Assessment Committee at least 5 working days before the date of the presentation. If not, the presentation will NOT take place
Graduation thesis	<ul style="list-style-type: none"> Digital version of the graduation thesis have to be submitted to Mrs. L.E. Bontje, EducationSupport-CEG@tudelft.nl Civil Engineering, room 2.81) Submit a scientific paper electronically to Mrs. L.E. Bontje.
Diploma:	
	The diploma will be handed out after the presentation by the chair of the Assessment Committee.
After the Presentation:	
Thesis Assessment Form	<ul style="list-style-type: none"> The chair of the Assessment Committee will submit the grade of the Master Thesis to the secretariat of Education and Student Affairs CITG OS-CITG@tudelft.nl The secretariat will register this grade in Osiris
Ending your enrolment	<p>If you no longer wish to be enrolled for your degree programme(s) you should submit an application to terminate your enrolment via your Studielink account. See here for more information: https://www.tudelft.nl/en/student/administration/termination-of-enrolment</p> <p>Note! If you submit a request for termination of enrolment after 31 May, your enrolment can be terminated from 1 July or 1 August. Be aware that you will not receive a refund of tuition fees for the months of July and August</p>