

## Procedure handing in a graduation agreement

The following guidelines are to be followed by the students starting their graduation process from now on:

1. The student offers the TU Delft graduation agreement to the company. This agreement is compliant with the respective laws and regulations. If the company accepts the agreement, all parties can proceed with filling in the form.
2. If the company doesn't accept the TU Delft graduation agreement, the student cannot proceed with his/her graduation at this company. If the student signs a contract with the company on his/her own initiative, this is not regarded as a graduation agreement but rather as an employment contract.

### The procedure is as follows:

1. Student and company supervisor fill in and sign the graduation agreement;
2. The student will email the graduation agreement and the appendix (approved description of the graduation project) to Legal Service;
3. Legal Service verifies if the agreement is the TU Delft standard graduation agreement and delivers it to the Dean. The Dean signs the graduation agreement;
4. The student receives the agreement, signed by the dean, by email.

Following two lists of contact persons at the Legal Services. **Please send your signed graduation agreement to the contact person of the department in which your supervisor works.**

**Please Note: DO NOT email your agreement directly to the Dean.**

Department	Contact person
Transport and planning*	<a href="mailto:S.A.K.M.vanderHolst@tudelft.nl">S.A.K.M.vanderHolst@tudelft.nl</a>
Geoscience and Remote Sensing	<a href="mailto:S.A.K.M.vanderHolst@tudelft.nl">S.A.K.M.vanderHolst@tudelft.nl</a>
Hydraulic Engineering	<a href="mailto:M.F.A.Zuijndorp@tudelft.nl">M.F.A.Zuijndorp@tudelft.nl</a>
Engineering Structures	<a href="mailto:L.M.Janssen@tudelft.nl">L.M.Janssen@tudelft.nl</a>
Materials- Mechanics Management and Design (3MD) **	<a href="mailto:L.M.Janssen@tudelft.nl">L.M.Janssen@tudelft.nl</a>
Water Management	<a href="mailto:M.Hofland-vanHulst@tudelft.nl">M.Hofland-vanHulst@tudelft.nl</a>
Geoscience and Engineering	<a href="mailto:M.Hofland-vanHulst@tudelft.nl">M.Hofland-vanHulst@tudelft.nl</a>

\* All TIL students send their contract to [S.A.K.M.vanderHolst@tudelft.nl](mailto:S.A.K.M.vanderHolst@tudelft.nl) as well.

\*\* All CME students send their contract to [L.M.Janssen@tudelft.nl](mailto:L.M.Janssen@tudelft.nl) as well.