

# Procedure Graduation (AES-0)

Students who started the Master AES before September 2020



## Applied Earth Sciences

When embarking on the Master Thesis it is also important to observe what is laid down in the:  
**Teaching and Examination Regulations (TER-CE-AES-CME) – ANNEX :**  
Articles 24 & 25  
**Rules and Guidelines Board of Examiners MSc CE & AES**  
Articles 23, 24 & 25  
All forms can be downloaded from the website: [www.tudelft.nl](http://www.tudelft.nl) ; Student portal, Education, CEG, Master, Forms Master

### Before start graduation work:

<b>AES-1</b>	Complete the form “ <b>Application Start Final Thesis (AES-1)</b> ” and send a scan to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a> The SSC-E&SA will check the request and indicate approval (V) in Osiris under course code Master Thesis and will inform the student by e-mail with a copy to the coordinator In case the student does not comply with the requirements, the student and coordinator will be informed by e-mail
<b>AES-2</b>	<b>Note: The AES-2 is for students who started the Master Civil Engineering before September 2020</b> <ul style="list-style-type: none"><li>• Complete the “<b>Form Master Examination Programme (AES-2)</b>” in cooperation with the coordinator</li><li>• The coordinator gives approval to the examination programme and the composition of the Assessment Committee and will send the form digitally to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a></li><li>• SPA-CITG will process the approved examination programme in OSIRIS</li></ul>
<b>AES-2a</b>	Changes in the examination programme or the composition of the Assessment Committee have to be approved by the coordinator: <ul style="list-style-type: none"><li>• Complete the “<b>Form for Changes in Master Examination Programme/Assessment Committee (AES-2a)</b>” in cooperation with the coordinator</li><li>• The coordinator gives approval to the changes in the examination programme and/or the composition of the Assessment Committee will send the form digital to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a></li><li>• SPA-CITG will process the approved changes in the examination programme in OSIRIS</li></ul>

### No later than 20 working days prior to the colloquium:

<b>AES-3</b>	<ul style="list-style-type: none"><li>• Complete the “<b>Application Form Master Degree (AES-3)</b>” and send a scan to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a></li><li>• In the e-mail “<b>Receipt confirmation for Application Form MSc Degree (AES-3)</b>” SPA-CITG will inform you about the diploma and diploma supplement process</li></ul>
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### No later than 5 working days prior to the colloquium:

	<ul style="list-style-type: none"><li>• If, for any reason, you are not able to deliver your report within 5 working days prior to the colloquium, or cannot complete your courses in due time, you are requested to send an email to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a></li><li>• The colloquium is then postponed until the SSC-E&amp;SA received a new AES-3 with the new date.</li><li>• The completed and final thesis must be made available to the Assessment Committee at least 5 working days before the date of the colloquium. <b>If not, the colloquium will NOT take place</b></li></ul>
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### After the Colloquium:

	<ul style="list-style-type: none"><li>• The chair of the Assessment Committee will submit the grade of the Master Thesis to the secretariat of Education and Student Affairs CITG <a href="mailto:OS-CITG@tudelft.nl">OS-CITG@tudelft.nl</a></li><li>• The secretariat will register this grade in Osiris</li></ul>
<b>Ending your enrolment</b>	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. This will not be done automatically. See here for more information: <a href="https://www.tudelft.nl/en/student/my-study-me/enrolment-and-tuition-fee/termination-of-enrolment">https://www.tudelft.nl/en/student/my-study-me/enrolment-and-tuition-fee/termination-of-enrolment</a> <b>Note!</b> 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