

Procedure Graduation (CIE-0)

Students who started the Master CIE in or after September 2020



Civil Engineering

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 ; Student portal, Education, CEG, Master, Forms Master

Before start graduation work:

MyStudyPlanning	<p>Note: MyStudyPlanning is for students who started the Master Civil Engineering in or after September 2020</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
CIE-1	<p>Complete the form “Application Start Master Thesis Project (CIE-1)” and send a scan to SPA-CITG@tudelft.nl</p> <p>SPA-CITG 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</p>
CIE-2b	<ul style="list-style-type: none">• Complete the “Form Assessment Committee (CIE-2b)” in cooperation with the coordinator• The coordinator gives approval to the composition of the Assessment Committee will send the form digitally to SSC-E&SA SPA-CITG@tudelft.nl• The SSC-E&SA will process the approved changes in the examination programme in OSIRIS

No later than 20 working days prior to the presentation:

CIE-3	<ul style="list-style-type: none">• Complete the “Application Form Master Degree (CIE-3)” and send a scan to SPA-CITG@tudelft.nl• In the e-mail “Receipt confirmation for Application Form MSc Degree (CIE-3)” SPA-CITG will inform you about the diploma and diploma supplement process
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No later than 5 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 CIE-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
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After the Presentation:

	<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/my-study-me/enrolment-and-tuition-fee/termination-of-enrolment 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</p>

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	the months of July and August
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