

Graduation Procedure CIEM-0

Students who started the Master Civil Engineering as of sept. 2022

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- Civil Engineering) – ANNEX :**

Articles 22 & 23

Rules and Guidelines Board of Examiners MSc

Articles 23, 24 & 25

All forms can be downloaded from this [website](#)

Before start graduation work:

MyStudyPlanning	<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
Assessment Form Thesis Preparation	Complete the procedure for the CIEM0400 Thesis Preparation Assessment Form . Your supervisor will send the final version of the form to thesisprep-CEG@tudelft.nl .
	The Thesis Preparation Course Coordinator will check the final version of the forms and indicate approval (V) in Osiris under the course code CIEM0400 Thesis Preparation.
CIEM-1	<ul style="list-style-type: none">• Complete the form “Graduation Kick-off Proposal and Committee Approval (CIEM-1)” in cooperation with your coordinator. Check this page to find the correct coordinator for your track.• The coordinator gives approval to the composition of the Assessment Committee will send the form digitally to MSc-Civil-Engineering@tudelft.nl.• Changes to your Assessment Committee must be registered through the form “Changes to Composition of the Graduation Committee (CIEM-1a)”.
No later than 20 working days prior to the presentation:	
CIEM-2	<ul style="list-style-type: none">• Complete the form “Green Light for Final Graduation Presentation (CIEM-2)” and send a completed copy to both SPA-CITG@tudelft.nl and MSc-Civil-Engineering@tudelft.nl.• SPA-CITG will inform you about the diploma and diploma supplement process.
No later than 5 working days prior to the presentation:	
	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 <ul style="list-style-type: none">• The presentation is then postponed until SPA-CITG received a new CIEM-2 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
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

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Ending your enrolment	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 the months of July and August
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