

# Procedure Graduation (TIL-0)

Students who started the Master TIL before 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](http://www.tudelft.nl) ; Student portal, Education, CEG, Master, Forms Master [Educational Rules and Regulations \(tudelft.nl\)](http://www.tudelft.nl)

## Before start graduation work:

<b>TIL-1</b>	<ul style="list-style-type: none"> <li>Complete the form “<b>Application Start Master Thesis Project (TIL-1)</b>” in cooperation with the chair assessment committee and send this form to Mrs. L.E. Bontje, <a href="mailto:EducationSupport-CEG@tudelft.nl">EducationSupport-CEG@tudelft.nl</a> to approve the composition of the Assessment Committee. Mrs. L.E. Bontje will send the form to SSC-E&amp;SA TIL.</li> <li>The SSC-E&amp;SA TIL will check the request and will inform the student by e-mail with a copy to the chair of the assessment committee.</li> </ul>
<b>TIL-1a</b>	<p>Changes in the composition of the Assessment Committee have to be approved.</p> <ul style="list-style-type: none"> <li>Complete the “<b>Form for Changes in Assessment Committee (TIL-1a)</b>” and send this form to Mrs. L.E. Bontje, <a href="mailto:EducationSupport-CEG@tudelft.nl">EducationSupport-CEG@tudelft.nl</a> to approve the changes in the composition of the Assessment Committee. Mrs. L.E. Bontje will send the form to SSC-E&amp;SA TIL.</li> </ul>
<b>TIL-2</b>	<p>Please note: should you wish to include free electives in your MSc programme, please contact the MSc coordinator for approval, prior to sending the form to the Board of Examiners. Attach the coordinator’s consent to the form.</p> <ul style="list-style-type: none"> <li>Complete the “<b>Form Master Examination Programme (TIL-2)</b>” and send this form to the Board of Examiners (<a href="mailto:BoardofExaminers-CEG@tudelft.nl">BoardofExaminers-CEG@tudelft.nl</a>) to approve the examination programme.</li> <li>The secretary to the Board of Examiners will send the form to SSC-E&amp;SA TIL.</li> <li>The SSC-E&amp;SA TIL will process the approved examination programme in OSIRIS.</li> </ul>
<b>TIL-2a</b>	<p>Changes in the examination programme have to be approved by the Board of Examiners:</p> <ul style="list-style-type: none"> <li>Complete the “<b>Form for Changes in Master Examination Programme (TIL-2a)</b>”</li> <li>Send this form to the Board of Examiners (<a href="mailto:BoardofExaminers-CEG@tudelft.nl">BoardofExaminers-CEG@tudelft.nl</a>) to approve the changes in the examination programme. The Board of Examiners will send the form to SSC-E&amp;SA TIL.</li> <li>The SSC-E&amp;SA TIL will process the approved changes in the examination programme in OSIRIS.</li> </ul>

## No later than 20 workdays prior to graduation date:

<b>TIL-3</b>	Complete the “ <b>Application Form Master Degree</b> ” and send this to <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a>
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## No later than 10 working days prior to the presentation:

	<ul style="list-style-type: none"> <li>If, for any reason, you are not able to deliver your report within 10 working days prior to the presentation 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 presentation is then postponed until the SSC-E&amp;SA received a new TIL-3 with the new date.</li> <li>The completed and final thesis must be made available to the Assessment Committee at least 10 working days before the date of the presentation. <b>If not, the presentation will NOT take place.</b></li> </ul>
<b>Graduation thesis</b>	<ul style="list-style-type: none"> <li>Digital version of the graduation thesis have to be submitted to Mrs. L.E. Bontje, <a href="mailto:EducationSupport-CEG@tudelft.nl">EducationSupport-CEG@tudelft.nl</a> Civil Engineering, room 2.81)</li> <li>Submit a scientific paper electronically to Mrs. L.E. Bontje.</li> </ul>

## Diploma:

<b>Thesis Assessment Form</b>	<ul style="list-style-type: none"> <li>The chair of the Assessment Committee will submit the grade of the Master Thesis to the SSC E&amp;SA TIL <a href="mailto:SPA-CITG@tudelft.nl">SPA-CITG@tudelft.nl</a></li> <li>The SSC-E&amp;SA TIL will register this grade in Osiris and will compile the Diploma Supplement.</li> <li>The Diploma Supplement will be sent to the student within 20 working days</li> </ul>
<b>Ending your enrolment</b>	<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: <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></p> <p><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.</p>