TIL Thesis checklist
and TIL Thesis Manual
(for students and supervisors)

TUDelft

Dear student and supervisor

In this manual, you will find an overview of the different steps in a TIL graduation project. The manual is for both **students** and their **supervisors**, in particular, **the chair**. The manual consists of 5 chapters. Chapters 1 to 4 provide an overview of the process from starting the thesis till graduation day. Chapter 5 is a Q&A about special cases/exemptions and frequently asked questions.

The official rules and guidelines always supersedes this manual. The manual offers practical guidelines and provides suggestions (in the form of "Typically…").

From Q2 in '24-'25 onwards all students that start their thesis will use MyCase. Students that have started before, use the administrative Forms (TIL-1, TIL-1a, and TIL-3). In this manual, we provide information about the "old" administrative steps ("paper trail") and the ones that are needed for MyCase. Please find here more detailed information on MyCase, both for students and supervisors.

We hope this manual is helpful for you. Suggestions? Please let us know via educationsupport-ceg@tudelft.nl.

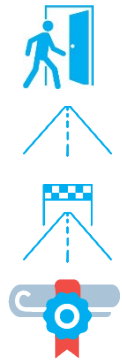Enjoy your thesis-time or supervision-time!

Stefano Fazi (program coordinator and thesis coordinator),
Arjan van Binsbergen (director of studies)
Bilge Atasoy (chair of Board of Studies)
Lotte Bontje (education coordinator, ESA-CEG).

May 2024, updated in October 2024.

There have been several changes within the TIL programme, making this the right time for a (new) manual:

1. From the academic year 2023-2024, the committee composition requirements are changed. This manual shows the new requirements and shows when the chair invites the additional examiner to the committee.

2. As a result of the new committee composition, more colleagues can act as chair. This manual is intended to be helpful for them. Also, new supervisors can gain a good understanding of the steps in the TIL graduation project.

3. From 2024, the activities on the graduation day will be harmonized so that all TIL students can expect the same procedure for that day.

4. Students starting from Q2 in '24-'25 onwards will use MyCase in stead of the forms.

Content

Checklist – using
MyCase

MyCase is the way of working for all students who started their thesis in Q2 '24-'25 or later.
[More information](#)on MyCase

Phase (**prepare** for:)	Kick-off (see chapter 1)	Midterm (see chapter 2)	Green Light (see chapter 2)	Defence (see chapter 3,)
Students' actions	☐ Approved ISP (via MyStudyPlanning) ☐ Meet entry/start requirements ☐ Define topic, main RQ, approach ☐ Create MSc graduation project in MyCase ☐ Compose supervision team ☐ (Sign UNL agreement with external parties and TU Delft) ☐ Prepare kick-off document & meeting	☐ Work on thesis project ☐ Have regular meetings with supervision team members ☐ Prepare mid-term document ☐ Directly after midterm: plan Green Light & Graduation meetings	☐ Finalize research ☐ Write concept thesis report ☐ Write draft scientific paper ☐ Prepare short GL Meeting presentation ☐ Prepare steps MyCase ☐ After Green Light: Graduation request: Put information about final defence in MyCase ☐ Execute plagiarism scan and upload report in MyCase.	☐ Finalize thesis report, including scientific paper ☐ Prepare short graduation meeting presentation ☐ Uploads thesis report including scientific paper to MyCase ☐ Upload Thesis in Library ☐ Termination of enrolment
Supervision (chair) actions	☐ Review supervision team ☐ Review MyCase input, including proposal, planning etc. ☐ Notify MyCase outcome (retake/continue)	☐ Directly after Midterm meeting: Contact additional examiner ☐ Review MyCase ☐ Notify MyCase outcome (retake/continue)	☐ Inform additional examiner about planned thesis defence date, defence procedure & rubric ☐ Add additional member in MyCase. ☐ Review MyCase ☐ Notify MyCase outcome (retake/continue)	☐ Distribute assessment forms among examiners and collects ex-ante assessments by examinators ☐ Picks-up diploma at ESA-CEG (building 23, HG2.71). ☐ Assess the thesis work ☐ Determine and explain the grade ☐ Handing over diploma ☐ Registration of the grade MyCase
Deliverables	☐ Kick-off document ☐ Kick-off conclusions overview	☐ Mid-term document ☐ Mid-term meeting conclusions overview	☐ Draft thesis report (complete!) ☐ First draft scientific paper	☐ Thesis report & Scientific paper ☐ Graduation assessment form(s)
Milestones	☐ Kick-off meeting	☐ Mid-term meeting	☐ Green light meeting	☐ Closed defence (Q&A) ☐ Public defence (Q&A)
ESA & SPA	☐ Process ISP in Osiris ☐ Approves starting MSc thesis project (checking entry-requirements)		☐ After graduation request: Checking & preparing diploma	☐ Registration of the grade in Osiris ☐ Sending diploma supplement

Checklist – using
"Paper trail"

This the way of working for students that have started their thesis before Q2 of '24-'25.
[Link](#) to the forms

Phase (**prepare** for:)	Kick-off (see chapter 1)	Midterm (see chapter 2)	Green Light (see chapter 2)	Defence (see chapter 3, 4)
Students' actions	❑ Approved ISP (via MyStudyPlanning or TIL-2) ❑ Meet entry/start requirements ❑ Define topic, main RQ, approach ❑ Compose supervision team ❑ (Sign thesis agreement with external parties) ❑ Prepare TIL-1 form ❑ Prepare kick-off document & meeting	❑ Work on thesis project ❑ Plan and have regular meetings with supervision team ❑ Prepare midterm document ❑ Directly after midterm: plan Green Light & Graduation meetings	❑ Finalize research ❑ Write concept thesis report ❑ Write draft scientific paper ❑ Prepare short GL Meeting presentation ❑ After Green Light: No later than 20 working days prior to defence: request your graduation (TIL-3) ❑ Execute plagiarism scan and send report to chair.	❑ Finalize thesis report, including scientific paper ❑ Prepare short graduation meeting presentation ❑ Thesis Report including scientific paper to Educationsupport-CEG@tudelft.nl ❑ Upload Thesis in Library ❑ Termination of enrolment
Supervision (chair) actions	❑ Review supervision team (signing TIL-1) ❑ Review proposal	❑ Directly after Midterm meeting: Contact additional examiner	❑ Inform additional examiner about planned thesis defence date, defence procedure & rubric. ❑ Inform ESA-CEG about additional examiner: educationsupport-CEG@tudelft.nl.	❑ Collects ex-ante assessments by examiners ❑ Picks-up diploma at ESA-CEG (building 23, HG2.71). ❑ Assess the thesis work ❑ Determine and explain the grade ❑ Handing over diploma ❑ Submit the graduation assessment for to OS-citg@tudelft.nl
Deliverables	❑ TIL-1 form ❑ (Thesis agreement if applicable) ❑ Kick-off document ❑ Kick-off conclusions overview	❑ Mid-term document ❑ Mid-term meeting conclusions overview	❑ Draft thesis report (complete!) ❑ First draft scientific paper	❑ Thesis report & Scientific paper ❑ Graduation assessment form
Milestones	❑ Kick-off meeting	❑ Mid-term meeting	❑ Green light meeting	❑ Closed defence (Q&A) ❑ Public defence (Q&A)
ESA & SPA	❑ Process ISP in Osiris ❑ Approves starting MSc thesis project (checking entry-requirements) ❑ Approves supervision team (ESA)		❑ After graduation request: Checking & preparing diploma	❑ Registration of the grade in Osiris ❑ Sending diploma supplement

1. Starting the thesis

1.1 Entry-requirements

- In order to assess their eligibility, the students need to have their Individual Study Plan (ISP) submitted and approved. This is typically done in year 1, but the ISP can be resubmitted if the students change their plan.

- When students start their thesis, a maximum of 10 EC of courses may remain open (in addition to the open EC of the thesis).

1.2 Definition of a topic

- Before starting their Master Thesis Project, students define a topic (often a parallel process with finding a supervision team, see 1.4). The options for topics are:

  - Acquire a predefined topic offered by an instructor/potential supervisor from the CEG, ME and TPM faculties.

  - Propose a different topic and discuss this with instructors/potential supervisors from the CEG, ME and TPM faculties.

  - Acquire, propose or co-develop a topic from/to a companies or government agency.

- Please note that non-predefined topics usually require a lot of preparation.

- The content of the thesis is within the TIL domain and has a relationship to the fields of at least two of the faculties that offer the interfaculty programme.

Administrative details of 1.1:

a) Submitting Individual Study Plan The ISP should be submitted in the first year and can be resubmitted if the student changes their plan.	
2022-2023 and later: MSP	**2021-2022 and before: "TIL-2"**
Students submit their ISP using My Study Planning. The MSc Coordinator approves this on behalf of the Board of Examiners. Study Progress Administration (SPA) will process the ISP in OSIRIS	**Students** submit their ISP by submitting the TIL-2-form. Study Progress Administration (SPA) will process the ISP in OSIRIS.
b) Starting the Thesis	
From Q2 '24-'25: MyCase	**Before: "TIL-1"**
Students create a "New MSc graduation project" within MyCase. The student's eligibility is checked by the Study Programme Administration (SPA).	The student's eligibility is checked by the Study Programme Administration (SPA) when SPA receives the TIL-1 form (see 1.4) from Educationsupport-CEG.

*MyCase is expected to be implemented in '24/'25. If you don't use MyCase yet, please have a look at the columns on the right.

Official documents

These boxes in the right-hand corner of the pages refer to the official rules and regulations that apply to the TIL programme and your thesis. Please use the link above to find them.
- ✓ Article 13 of Annex TIL (suppl. of TER)
- ✓ Article 23 of Rules and Guidelines of Board of Examiners CEG.

1.3 Graduating at a company?

- If the thesis is conducted together with a company or other external party, a signed UNL agreement is obligatory. Details and link to download can be found here. The agreement needs to be signed by student, company and TU Delft (internship-ceg@tudelft.nl). Questions can be asked via internship-ceg@tudelft.nl.

1.4 Composition of the supervision team

- Typically, students will look for supervisors in parallel with defining their thesis topic. See also the last question in the Q&A section in this manual.

- The minimum requirement for a supervision team is that it is formed by two TU Delft examiners, one of whom acts as the chair. In the final stage of the thesis, this supervision team will also take part in the assessment committee (see also 2.2 and 3.1).

- The chair must be either a full professor, associate professor, or assistant professor active in the programme, be an examiner[1], and be from one of the main participating faculties (CEG, TPM, or ME). The chair must have supervised a minimum of 5 TIL thesis projects.

- The second member must be an examiner, active in the programme and be from a participating faculty (CEG, TPM, ME, AE, ABE) different than the chair.

- Optionally: additional supervisor from TU (e.g. Postdoc or PhD) and/or an external supervisor.

[1] Examiners are appointed by the Board of Examiners and have a UTQ. The Board of Examiners can also temporally appoint colleagues (exemptions) that have started but not have finished it yet.
Practical advice for students: most full professors, associate professors and assistant professors and full lectures are examiners. Most Post-docs and PhD-candidates are not (and only can be additional supervisors).

Administrative details of 1.3 and 1.4:

Composition of the supervision team	
From Q2 '24-'25: MyCase	**Before: "TIL-1"**
If the thesis is conducted together with a company or other external party, a signed graduation agreement is mandatory, will be provided (and uploaded) by the **student .** The **student** proposes the Supervision Team in MyCase. The **chair** reviews the supervision team via MyCase.	If the thesis is conducted together with an external party, a signed graduation agreement will be provided by the **student.** The **student** sends the TIL-1 form, signed by the **chair** to Educationsupport-CEG. The composition is approved and the form is sent towards SPA for a check on the entry-requirements.

Official documents

- ✓ Article 13 of Annex TIL (suppl. of TER)
- ✓ Article 23 of Rules and Guidelines of Board of Examiners CEG.
- ✓ Article 5 of the Rules and Guidelines of the Board of Examiners defines the appointment of examiners.
- ✓ Graduation agreement (download under 'general forms' at Student Portal)

1.5 Milestone meeting: kick-off

- Students plan the Milestone meetings together with their supervision team.

- Typically, the kick-off meeting takes one hour.

- As preparation, students submit the project proposal containing objectives, research questions, approach and methods, the official starting date and a planning containing a provisional date for the midterm, the green-light meeting and the graduation.

- In this project proposal, at least one first round of feedback of supervisors is processed.

- Typically, supervisors and student agree that the documents are submitted at least 5 working days before the kick-off and that in case of unexpected circumstances, the student consults the supervisory team a.s.a.p.

- During the kick-off meeting students present their project proposal (typically max. 20 min.) and receive feedback on the content, especially on the objectives and research questions as well as the overall planning.

- Typically, the kick-off is also used to discuss what should be delivered in the mid-term meeting. The mid-term meeting is not necessarily halfway the project duration but is planned at a decisive moment in the project process: The mid-term should be scheduled on a moment when it is clear what methods and approaches are useful, but there is still possibility to redirect.

- If a kick-off is not successful, the feedback from the supervisors will clarify which aspects need to be improved for the retake.

- The students take notes of the feedback received during the kick-off meeting and send those for approval to the supervision team.

Administrative details of 1.5:

Preparation and review of kick-off	
From Q2 '24-'25: MyCase	Before: email
Student provides project proposal , planning, knowledge embargo (if any). The student provides this via MyCase, required for the Kick-off review. The chair reviews the kick-off via MyCase.	Student and chair/supervision exchange preparation work, notes etc. by e-mail.

2. On the way

2.1 Milestone meeting: Mid-term

- As described in 1.5 the mid-term should be scheduled on a decisive moment when it is clear what methods and approaches are useful, but there is still possibility to redirect.

- Typically, the mid-term meeting takes one hour.

- During the mid-term meeting, the students present their work and receive feedback on the content and progress of the thesis up until that point. Students are expected to be able to show preliminary results on the initial model and/or analysis.

- As preparation, the students submit all relevant documentation, e.g., working thesis document.

- Typically, supervisors and student agree that the documents are submitted at least 5 working days before the milestone meeting. In case of unexpected circumstances, the student consults the supervisory team a.s.a.p.

- During the mid-term, student and supervision team also discuss the focus of the scientific paper. Typically, the paper focus on answering the scientific research question. They also discuss how far the paper should be ready during the Green Light. Typically, students use the time between Green Light and defence date to time to improve their paper. However, in order to receive useful feedback, there needs to be draft paper during Green Light. The agreement between student and supervision team also depends on the students ambition to really make a paper suitable for submitting to a journal.

- The students take notes of the feedback received during the mid-term meeting and send those for approval to the supervision team.

Administrative details of 2.1:

Preparation and review of Mid-term	
From Q2 '24-'25: MyCase	**Before: email**
Students provide all relevant documentation, e.g., working thesis document via MyCase. After the Midterm, the **chair** reviews and decides on 'continue' or 'retake' via MyCase.	**Student** and **chair/supervision** exchange project deliverables, notes etc. by e-mail.

Official documents
✓ Article 13 of Annex TIL (suppl. of TER)

2.2 Inviting the additional examiner

- The examiners from the supervision team will form the main part of the assessment committee, which, in the end, is completed by an additional examiner.

- In this phase, the chair already thinks about a suitable examiner at the end of the process. Requirements for the additional examiner are:

  - ✓ The person is a TU Delft examiner.

  - ✓ The person is knowledgeable about the topic.

  - ✓ The person is not part of the supervision process.

- The chair already invites this person to be part of the assessment committee (that has a role at the very end of the thesis project), so that this is arranged in time.

2.3 Milestone meeting: Green Light

- A Green Light can be scheduled when the student can deliver a complete draft report and will be able to present at an abstract/high level (reflection beyond the data processing stage).

- Before the green-light meeting, the students submit the complete draft report. The Supervision team conducts a thorough review of the thesis, using also the TIL Grading Rubric.

- Typically, supervisors and student agree that the documents are submitted at least 5 working days before the milestone meeting. In case of unexpected circumstances, the student consults the supervisory team a.s.a.p.

Administrative details of 2.2:

Adding the additional examiner	
From Q2 '24-'25: MyCase	**Before: e-mail**
The **student** proposes the assessment committee via MyCase. The **chair** checks the assessment committee and (if not listed yet) adds the additional examiner.	There is no 'form' to formally add the additional examiner. The **chair** sends an e-mail with the name of this examiner to Educationsupport-CEG@tudelft.nl in order to complete the administration also for the BTS (budget allocation) of the teaching efforts within TIL5060.

Administrative details of 2.3: see next page

Official documents
- ✓ Article 13 of Annex TIL (suppl. of TER)

(continuation 2.3 Milestone meeting: Green Light)

- During the green-light meeting, the students must present the complete draft report to the supervision team. Typically, student and supervision team agree on a maximum of 20 min. presentation. There is a Q&A session to evaluate the student's comprehension and depth of the knowledge regarding the project.

- Supervision team provides constructive suggestions, focusing on both the report's content and soft skills like presentation and handling Q&A.

- The supervision team decides whether the minimal requirements of the thesis are met, based on the TIL grading rubric (appendix 1).

- The Green Light is granted if supervisors concur that the student demonstrates sufficient understanding and the thesis meets the minimal requirements for a master's thesis.

- The assessment of the draft scientific paper during Green Light is based on the agreement that is made during the mid-term on the focus and status of the paper at the time of the Green Light.

- The draft scientific paper that is presented as a thesis project deliverable cannot have the names of the supervisors on it because they assess the work of the student (see Q&A for more information on authorship of the paper).

- If approval ("Green Light") cannot be given, the supervision team will discuss their decision with the student and inform the student how approval can be obtained ("retake" in the MyCase).

- The student takes notes of the feedback received during the green-light meeting and sends those for approval to the supervision team.

- After the Green Light, the students perform a plagiarism scan via the Brightspace TIL5060 TIL Thesis. The report should be uploaded in MyCase.

Administrative details of 2.3:

Preparation and review of Green Light	
From Q2 '24-'25: MyCase	**Before: email**
Students provide project deliverables via MyCase. Study Programme Administration (SPA) checks whether the student finished all their courses. After the Green Light, the **chair** reviews and decides on 'continue' or 'retake' via MyCase. **Students** perform plagiarism scan and upload report in MyCase.	Exchanges of project deliverables, notes and feedback is done by e-mail. **Students** perform plagiarism scan and shares the report this with **chair.**

Official documents
✓ Article 13 of Annex TIL (suppl. of TER)

3. Towards defence date

3.1 Planning the defence and request for graduation

- Usually, the student schedules the defence together with the secretary of the department of the chair. A defence lasts 90 minutes in total (see table below).

- The secretary of the department of the chair reserves the rooms that are needed. For their information, the table below shows what facilities are required. In some cases, it is the student who reserves the rooms through the Service Desk (of the faculty where the defence is to be held).

- The secretary of the department announces the public thesis defence on the TIL Brightspace so that fellow students can visit the defence. In case a student doesn't want this announcement, the student should inform the secretary of the department about that.

- When the student knows the date of the defence, the student also requests for graduation by Study Programme Administration (see administrative details).

Administrative details of 3.1:

Request for graduation	
From Q2 '24-'25	**Before: TIL 3**
Students provide information about their final defence (e.g. date) via MyCase. The **chair** checks this information. **Students** organise the scheduling of the defence in collaboration with the secretary of the department of the chair and/or the Service Desk.	**Students** submit TIL-3 form at the Study Programme Administration, which is checking whether the student finished all their courses.

	Indicated time for each part	Small room (may be the room of the chair or something closer to the larger room)	Larger room*
Closed defence (assessment committee and student)	**30 min**	X	
Preparation set-up by student, audience enters room and committee consultation	**15 min**	X (committee consultation)	X (preparation set-up student, audience enters)
Public defence	**30 min**		X
Committee consultation	**5 min**	X	X**
Final ceremony	**10 min**		X**

* If students don't expect a large audience, they can ask for a smaller room.
** In case of a shortage of larger rooms, the last activities may can be organised in an informal place at the faculty. However, be sure that the larger room is available at least for one hour (make sure that the audience enters and leaves in a relaxed pace.)

3.2 Handing in the project deliverables and the pre-defence preparation

- Students hand in their project deliverables, namely the Thesis and the Paper. One suggestion is that the student and supervisors agree that an additional page with a table of green light comments (e.g. left column) and a description of how the comments are addressed (e.g. right column) is also submitted.

- The additional examiner receives the report two weeks (10 working days) in advance of the graduation day. This aligns with the deadline for students to make their final work available to the assessment committee. The chair makes sure that the additional examiner receives the TIL grading rubric and grading sheet, which involves the criteria on which the additional examiner is requested to judge the work.

- Supervisors re-evaluate the thesis based on the implemented changes, filling out a grading rubric form in advance.

- The additional examiner conducts an independent evaluation of the thesis, submitting their assessment and filling in the relevant parts of the grading rubric to the chair in advance (See Appendix 1 and 2).

- The chair makes sure that the Diploma is picked up by the Secretary of O&S at CEG (2nd floor CEG-building, room 2.71.). The Secretary of the chair's department usually receives an e-mail from the Student Programme Administration stating that diplomas are ready and could be picked up by the Secretary of O&S. The chair, however, keeps an eye on whether this process is going well.

- On the graduation day, the grade is still to be deliberated between the assessment committee members, yet this pre-defence preparation is the base of this discussion.

Administrative details of 3.2:

Final deliverables	
From Q2 '24-'25: MyCase	**Before: e-mail**
Student uploads final deliverables via MyCase. All official examiners will find the documents in MyCase. The deliverables can be sent to additional 'advisors' such as the company supervisor or PhD-candidates that was involved in supervising. **Chair** registers plagiarism analysis via MyCase. **Chair** is responsible that all examiners receive a grading rubric and grading sheet for pre-defence preparation	Exchanges of project deliverables is done by e-mail. The same goes for the thesis grading rubric and grading sheet (see this link).

Official documents
✓ Article 13 of Annex TIL (suppl. of TER)

4. Defence date/graduation day

- On the graduation day, the complete assessment committee must be present at campus. In case of force majeure, a minimum of two members of the assessment committee, including the chair, must be present at the time of the final presentation and defence.

- Members must send their assessment of the Master thesis to the chair of the committee before the final presentation and defence.

4.1 Closed defence (30 min.)

- Advice: Meet with the assessment committee 5 minutes before the official starting time in order to already exchange findings.

- Location: small room. It can be the office of the chair or another room closer to the larger room.

- Purpose: Evaluate the student's responses to a diverse range of questions.

- Content: Intensive Q&A with supervisors and additional examiner. No presentation.

- Attention: The chair needs to check with the student their consent for sharing the grade publicly during the final ceremony (4.5)

4.2 Exchange time/committee consultation (15 min.)

- The student goes to the larger room to welcome the audience and prepare the set-up for the final presentation.

- The committee, in the meantime, discusses their findings to almost finalise the grading. (Only the public defence aspects still need to be assessed after the public defence).

4.3 Public defence (30 min.)

- Typically, the chair kicks off and welcomes everyone.

- Includes the student's presentation and audience Q&A.

- The committee can now evaluate the oral presentation skills of the student.

4.4 Committee consultation (5 min.)

- The committee finalises their assessment

4.5 Final ceremony (10 min.)

- Sharing the result, if student has agreed on that (see 4.1).

- Signing and handing over the diploma

4.6 Registration of the grade

- The chair makes sure that the grade will be registered.

Administrative details of 4.6:

Registering the grade	
From Q2 '24-'25: MyCase	**Before: e-mail**
Chair registers the grade via MyCase. Upload assessment form(s).	**Chair** sends the assessment form via e-mail to Secretary of O&S CEG (OS-CITG@tudelft.nl) who will register the grade. Student Programme Administration will finalise the Diploma Supplement. This will be sent to the student's address known to the University.

5. What if….? Q&A Special cases and other questions

Do you miss a Q&A? Please let us know via EducationSupport-CEG@tudelft.nl so that we can answer your question and the Q&A can be incorporated into the next version of this manual.

Q   **What if you (student) don't feel comfortable with the supervision team?**
A   If, during your thesis project, you find yourself in a situation where you feel uncomfortable with (a part of) your supervisory team, please don't hesitate to visit one of the academic counsellors of CEG. You can talk to them in confidence about any problems or doubts you may have.

Q   **What if the student fails the Kick-off?**
A   If deemed necessary, e.g. if major changes are expected, a second kick-off meeting may be scheduled. The supervision team may suggest resubmitting the research proposal.

Q   **What happens if the student is unable to provide sufficient insight and preliminary outcomes during the mid-term meeting ?**
A   The mid-term should be scheduled on a decisive moment when it is clear what methods and approaches are useful, but there is still possibility to redirect. If the student cannot show preliminary results on the initial model and/or analysis, the chair can decide on scheduling a second midterm meeting providing specific requirements to the student.

Q   **What if the student fails the Green Light?**
A   A second green-light meeting may be scheduled and a new draft thesis report is expected with specific suggestions to the students in line with the expectations of the supervisors.

Q   **What if the additional examiner has serious concerns regarding the submitted work for the graduation meeting?**
A   The additional examiner contacts the chair and mentions their concerns on the submitted work at least one week (5 working days) before the graduation day. The chair decides whether the shared concerns are of such a nature that these must be discussed with the student and be resolved before the graduation day, the planned date can be cancelled or postponed. The chair notifies the examiners team and the student of this decision. If the chair has the opinion that the concerns can be discussed and clarified satisfactory during the closed Q&A, the chair can decide to keep the graduation date as planned and informs the examiners team about this decision. The chair must (and is mandated) to take a final decision (Rules and Guidelines BoE, Article 23-1).

Q   **What if the student qualifies for cum laude?**
A   The assessment committee as indicated above meets the requirements to decide on a cum-laude decision as the additional examiner is an independent assessor.

Q How far in advance of each Milestone meeting the students must submit their documents?
A   Typically, supervisors and student agree that the documents are submitted at least 5 working days before a milestone meeting. In case of unexpected circumstances, the student consults the supervisory team a.s.a.p. In case of delay, the chair decides whether it is needed to reschedule the milestone meeting. The completed final thesis must be made available to the Assessment Committee at least 10 working days before the date of the presentation, otherwise, the presentation will NOT take place (communicated by SPA).

Q How should the meetings be scheduled? How far in advance?
A   It is between the student and the supervision team. If the chair prefers to have it organized through the secretariat, the chair needs to inform the student about this. The meetings should be scheduled at least 2 weeks in advance of the desired date.

Q Is it possible to have more than two examiners in the supervision team?
A   Yes, as long as it is relevant to have more than the minimum number of supervisors and the supervision team agrees on it, there can be more than two examiners (or other members) in the supervision team.

Q What if the company supervisor cannot join a milestone meeting?
A   A company supervisor, if any, usually joins mile-stone meetings. If, however, there is e.g. a planning issue for the supervisor to join which significantly frustrates the planning of the thesis, a hybrid meeting can be organised. If this is not possible, an informal meeting can be organised to ensure a good alignment on the direction of the work.

Q What if a TU examiner cannot join a milestone meeting?
A   The first and second supervisor (TU examiners) are responsible for feedback on content and progress. Therefore, it is important that they are both present on all milestone meetings. In case of force majeure, in which one of the two main supervisors cannot make it, the chair judges whether it is possible for the attending supervisor to provide significant feedback and/or whether a hybrid meeting is an option. If the chair judges that this is not possible, the milestone meeting needs to be rescheduled.

Q Which names should be on the paper?
A   The paper as a thesis deliverable is assessed by the assessment committee. Therefore, names of the members of the assessment committee are not on thesis deliverable. If the student (or a supervisor with the consent of the student) would like to submit the paper to a scientific journal, then authorship is discussed based on each other's contribution. The main author will be mentioned first , followed by peoples that have contributed. Typically, these are members of the supervision team. An additional examiner can have a relevant contribution in this final phase. If so, the additional examiner can be a co-author.

Q What if the composition of the supervision team changes?
A   The change should be registered via MyCase (or form TIL1a).

Q **How can I (student) find TU supervisors?**

A Typically, you will look for supervisors in parallel with defining your thesis topic. If you have an idea/topic in mind, look for staff members that work in this field of expertise. You may know them from a course you followed. For orientation, you also can have a look at the website of the different departments that contribute to TIL (see links below). By clicking on the name of someone, you are linked to their research profiles. Please take the requirements as summarized on page 6 into account. If you have found one of your supervisors, they may have suggestions for other colleagues (from one of the other faculties.)

Faculty of Mechanical Engineering

Find the staff from Transport Engineering and Logistics section here.

Note that, there might be other staff members within ME faculty that can contribute as TIL supervisors. In case of questions you can reach out to coordinator-MME-ME@tudelft.nl.

Faculty of Technology, Policy and Management

Find the staff from Transport and Logistics section here.

Faculty of Civil Engineering and Geoscience

Find the staff from the Department of Transport and Planning here.

You can also approach staff from Air Transport and Operations (Faculty of Aerospace Engineering) or Urban Design (Faculty of Architecture and the Built Environment). However, there a not many of them active in the TIL programme. Please note that people from AE and ABE only can act as second supervisor and not as 1st supervisor/chair.

Appendix 1: Invitation & instruction for the additional examiner

Dear additional Examiner,

- Thanks for joining the assessment committee for the master thesis of one of our TIL students!

- What we would ask you to do is to conduct an independent evaluation of the final deliverables and final presentation of the TIL student, using the TIL grading rubric and the related grading sheet for additional examiner.

- The final deliverables will be available via e-mail or (when implemented) via the MyCase platform.

- The chair of the assessment committee will send you a TIL grading sheet in which you can prepare your assessment for parts A, C and D. Send your assessment well before the graduation day to the chair.

- Note, you will only join on graduation day. If you have serious concerns that the submitted work doesn't fulfil the minimal requirements, please contact the chair at least one week (5 working days) before the graduation day. The chair decides whether the shared concerns are of such a nature that these must be discussed with the student and be resolved before the graduation day, and consequently, that the planned date must be cancelled or postponed. The chair notifies the examiners team and the student of this decision. If the chair has the opinion that the concerns can be discussed and clarified satisfactory during the closed Q&A, the chair can decide to keep the graduation date as planned and informs the examiners team about this decision. The chair must (and is mandated) to take a final decision (Rules and Guidelines BoE, Article 23-1).

- Please join the others in the assessment committee on the graduation day.
  The TIL graduation procedure:

  - Typically, the committee will meet a few minutes before the TIL student will enter for the closed defence.

  - Closed defence (for in-depth questions for your side).

  - Public defence (presentation and questions from audience, to judge presentation skills).

  - Finalisation of the grading, led by the chair.

Thanks for your efforts and we hope you will enjoy the preparation and the graduation!

Appendix 2: TIL Thesis rubric

MSc Transport, Infrastructure & Logistics -- Master Thesis Grading Scheme

TUDelft

Grade Summary

Learning Outcomes — Grade

Learning Outcomes		-	<5	5	6	7	8	9	10
A. Research quality	Research problem analysis & objective		Underdeveloped scientific gap identification & unclear objectives	Mismatch between scientific gap identified and objective. Meeting objective requires no multi-disciplinary approach	Just adequate scientific gap identification. Meeting objective requires multi-disciplinary approach	Well-defined scientific gap or gaps. Meeting objective requires multi-disciplinary approach which is well-defined	Well-analysed scientific gap or gaps and meeting the innovative objectives requires well-analyzed multi-disciplinary approach	Innovative scientific gap or gaps identified and meeting the innovative objectives requires an original multi-disciplinary approach	Outstanding scientific gap or gaps identified & meeting the innovative objectives requires an innovative multi-disciplinary approach
	Literature review & theoretical perspective		Can not relate work current state-of-the art and existing literature. No theoretical perspective chosen	Can not relate work current state-of-the art and existing literature. Theoretical perspective chosen unclear	Can just relate work to current state-of-the-art and existing literature. Theoretical perspective just adequately defined and used	Can sufficiently relate thesis work to current state-of-the-art and has found new literature. Theoretical perspective sufficiently defined and used	Can well relate thesis work to current state-of-the-art and has found new relevant literature. Theoretical perspective or perspectives well defined and used	Can very well relate work to current state-of-the-art and has found a significant amount of new relevant literature. Theoretical perspective or perspectives very well defined and used	Has positioned the thesis work to the current state-of-the-art and has independently performed a thorough literature study. Innovative theoretical perspective or perspectives excellently defined and used
	Research methodology & methods		Unclear choice of methodology and/or methods and/or student applied the methods chosen unskilled	Choice of methodology and/or methods unsufficiently underpinned and/or should improve considerably on data gathering/ experimental/model/design skills	Choice of methodology and/or methods just adequately underpinned. Just sufficiently data gathering/ experimental/model/design skills	Choice of methodology and/or methods sufficiently underpinned. Sufficient data gathering/ experimental/model/design skills	Choice of methodology and/or methods well underpinned. Good data gathering/ experimental/model/design skills	Original choice of methodology and/or methods which is well underpinned. Very good data gathering/ experimental/model/design skills	Innovative and unexpected choice of methodology and/or methods which is well underpinned. Exceptional data gathering/ experimental/model/design skills
	Synthesis of results & conclusions		Cannot synthesize results, does not answer main research question	Weak synthesis of results (merely repetition of results), does not answer main research question clearly. Unclear recommendations for further research	Just adequate synthesis of results, answers main research question just adequately. Rather superficial recommendations for further research	Can sufficiently synthesize results, answers main research question sufficiently. Recommendations for further research are sufficient	Good synthesis of results, answers main research question clearly. Interesting and well thought-out recommendations for further research	Very good synthesis of results, answers main research question very clearly. Highly interesting and well thought-out recommendations for further research	Excellent synthesis of results, answers main research question very clearly. Novel and excellent thought-out recommendations for further research
	Academic reflection		Has no scientific reflection and judgement towards own results	Has very limited scientific reflection and judgement towards own results	Limited scientific reflection and judgement towards own results	Sufficient scientific reflection and judgement towards own results, limited critical attitude towards literature and specialists	Good scientific reflection and judgement towards own results, literature and specialists	Very well balanced scientific reflection and judgement towards own results, literature and specialists	Perfectly balanced scientific reflection and judgement towards own results, literature and specialists
	Societal / managerial reflection		Has not made the effort to look for useful result of the project	Has not made the step to any useful result of the project	Has just made the step to a useful result of the project	Has made the step to a useful result of the project	Has made the step to an original useful result of the project	Has made steps to several original useful results of the project	Has surprised us all with steps towards new useful results of the project

60%

		-	<5	5	6	7	8	9	10
B. Research competences	Responsibility		Showed no responsibility for the proper progress and completion of the project	Showed very little responsibility for the proper progress and completion of the project	Showed little responsibility for the proper progress and completion of the project	Did take and show responsibility for the proper progress and completion of the project	Showed responsibility and took initiative his/her research project	Took leadership of the research project and was actively involved in related projects and initiatives	Took excellent leadership of the research project and initiated new related projects and initiatives
	Communication		Has severe difficulties functioning in and communicating with supervisors	Has difficulties functioning in and communicating with supervisors	Is just able to function in and communicate with supervisors	Effectively communicates with supervisors about the progress and reasoning of the project	Is a team player, who can convince others inside and outside of the research group of his/her standpoints	Is a proactive, convincing team player, who can create new contacts or information not previously known to the research group	Excels as proactive, convincing team player, leading to new contacts and information not previously know to the research group
	Independence		Purely relies on steering and supervision	Needs continuous steering and supervision	Needs very regular steering and supervision	Performs well with regular steering and supervision	Can work independently, with little steering or supervision	Needs no steering, and/or is a very good competent individualist	Needs no steering and supervision, and is an exceptionally competent individualist
	Planning		Unrealistic planning made and/or planning not followed at all	Planning made, but not at all followed	Planning provided a guideline during the process	Planning often updated, and then followed	Good planning made and largely followed	Very good planning, execution largely according to plan	Perfect planning, and plan executed according to the plan
	Open-mindedness		Non-responsive/aggresive response to criticism with demotivation	Non-responsive/defensive respons to criticism, with demotivtation	Non-responsive/defensive response to criticism, with loss of motivation	Responds to criticism in a defensive way	Can handle critisicm in a positive way	Uses criticism to improve him/herself	Is actively seeking for critisicm to improve him/herself

15%

		-	<5	5	6	7	8	9	10
C. Quality of written presentation	Structure & consistency thesis report		No apparent structure or consistency	Bad structure and consistency with illogical use of different presentation styles	Just the right structure and consistency with limited correct use of different presentation styles	Adequate structure and consistency with adequate use of presentation materials (tables, figures)	Good structure and consistency with carefully chosen presentation styles	Very good organisation and consistency with very clear presentation styles (publishable quality)	Excellent structure and consistency with enlighting presentation styles (publishable quality)
	Citation of sources & quotations		Sources of information are absolutely not clear	Sources of information are not clear	Sources of information are provided but are not complete	Sources of information are provided but not in an adequate way	Sources of information are clear and used in a consistent manner	Sources are clear and use of acknowledgements/quotations is consistent and conscientious	Sources are fully clear and use of acknowledgements/quotations is fully consistent and conscientious
	Writing proficiency		English language skills and reducing sloppiness in writing have to be improved considerably	English writing skills have to be improved and attention has to be paid to levels of detail (general/detail)	Just sufficient English writing skills with few typos and logical text flow	Adequate English writing skills with clear text flow, and explicit expression of reasoning	Good English writing skills with explicit logical text flow and to the point documenting of reasoning	Very good English writing skills, with no grammar and typo errors, adopting an academic writing style	Excellent English writing skills, with logical flow in an academic style, leading to well presented conclusions
	Summary in the form of a scientific paper*		No scientific paper included	Sloppy structured paper form	Sufficiently adequate structure & content	Clear paper structure & complete, logically flowing content	National conference level	International conference level / professional magazine level	(Inter)national journal level

15%

		-	<5	5	6	7	8	9	10
D. Quality of oral presentation & defence	Speaker quality		Very bad speaker	Bad speaker	Just adequate speaker	Average speaker	Good, confident speaker	Very good and persuasive speaker	Excellent and persuasive speaker
	Structure & material quality		Presentation fails to make the subject clear, presentation material messy	Presentation makes the subject just clear, using bad presentation material	Presentation makes the subject clear, with just adequate material	Presentation makes the main message clear, with fair materials	Good and clear presentation and materials	Very good and clear presentation and materials (international conference quality)	Excellent and very lucid presentation with use of divers materials (international conference quality)
	Handling of questions		Cannot answer any questions	Cannot answer most basic questions	Has difficulties answering questions in a reasonable way	Can answer basic and some more advanced questions well	Answers advanced questions in depth and to the point	Answers questions well, with new insights gained during discussion	Answers questions very well, scientific debate level

10%

Note: The minimum requirements (grade 6) allow one learning outcome (A - D) to be marked as < 6.
The grade does not have to be the mathematical weighted average of the criteria. A precision of .5 is allowed.
* Obligatory for students with formal kick-off on/after Sept. 1, 2017. Optional, but strongly recommended, for students with kick-off before Sept. 1, 2017.