

# IDE Graduation deliverables

## 1.1 Deliverables of the Graduation Project

The following graduation project deliverables are defined, which are similar for all IDE graduation projects. All graduation project deliverables need to be prepared in English.

### i. **A graduation report (thesis)**

In your thesis you document the process followed and results of your graduation project. It is an important part of the assessment of the project, and it is expected to meet the accepted academic standards regarding content, structure, referencing, and language. It should provide a good insight into the project in terms of objective, methods and results, revealing core information in the report's body, supported by appendices. The thesis needs to be provided in .pdf format, and next to the above, it must include

- A summary of 500 words max, supported by visuals, graphics and pictures, showing process and result.
- The original project brief, as it was approved of at the start of the project (include as appendix).

Note: As the report will be stored in the TU Delft repository, you must **remove any private information** from the project brief before uploading! This comprises the information on the pages 1 and 2 of the project brief.

### ii. **An information presenter/showcase**

You are required to prepare some form of deliverable that clearly demonstrates the result of your work in context, the core value achieved for each of the main stakeholders involved, and the critical (scientific) insights gained. You can think of preparing a video of e.g. a demonstration of a prototype, an animation or a recorded presentation, or a poster that clearly demonstrates the result in its context. Which shape will fit best should be determined in consultation with your chair.

For the preparation of a certain type of showcase (video, poster or prototype/model) additional yet important guidelines and requirements are to be found in appendix G.

### iii. **If applicable; a separate appendix report, containing the confidential client information**

Confidential information that was shared with you by the client, and that you used in the process e.g. by taking it into account when making certain decisions, can be included in this separate report. In that way, your supervisors can have access to it, while it remains confidential.

**iv. A public presentation**

In this presentation, you are required to explain the objective, methods, concepts and result(s) to a non-professional audience, within a maximum of 30 minutes. The presentation is open to public and therefore you should consider how to handle information that is confidential, or under embargo on publication <sup>1</sup>. Location will be at IDE Faculty.

## **1.2 Handing in of deliverables**

On the day of your graduation, you give your **public presentation (iv)**.

All other deliverables: **The graduation report (including appendices) (i), the showcase (ii) and the confidential appendix report (iii)** need to be handed in **no later than 1 week prior to the graduation date**. The following handing in is required:

### **1.2.1 Hand in with supervisors**

To enable the supervisory team to prepare the graduation, and to assess the project, you need to hand in **deliverables i + ii + iii** with each member of the supervisory team. The deliverables should be available digitally. Discuss with your team whether you should also provide a hard copy version of the report.

### **1.2.2 Hand in with the faculty / upload to Education Repository**

Next to handing in deliverables with your supervisors, you are required to upload graduation deliverables **i + ii** to the TU Delft Education Repository <sup>2</sup>.

When uploading the deliverables, other data will be asked for to provide, such as general information on the project and a summary (which you already prepared and included in your thesis). You can upload a maximum of 10 files. Providing this information and uploading the files is **mandatory at all times**, even if there is an embargo request to keep your work confidential <sup>3</sup>. A timely upload of the deliverables will be checked by IDE Faculty, and the Master's degree certificate will only be issued if you have met all the above mentioned conditions.

On the subject of copyright, submitting the thesis and appendices to the TU Delft Repository implies that:

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<sup>1</sup> In your public presentation, you cannot share, or make visible, any confidential background information. Please see paragraph 10.6 for additional information on confidential information.

<sup>2</sup> The Repositories of the TU Delft Central Library are an online database containing the academic output of TU Delft. The repositories are part of a nationwide network of scientific repositories, coordinated by the Royal Netherlands Academy of Arts and Sciences (KNAW).

<sup>3</sup> If an embargo is asked for, or granted by IDE Faculty, the report will not be accessible for the duration of the embargo. Only meta-data (data that defines your project, and by which it can be found by search engines like the author's name, date, institute, and title) will be visible. If an embargo applies, you should send proof of this to [afstudeerrepository-io@tudelft.nl](mailto:afstudeerrepository-io@tudelft.nl) before uploading the report. See Appendix F for more information on embargo request.

- The author (you) grants the TU Delft Library the licence to perpetually publish the full text of the thesis on the Delft Repository website;
- The author retains the copyright to the thesis;
- There are no obligations whatsoever which prevent the publication of the thesis on the Delft Repository website;
- The author is responsible for all statements in the thesis.