

Dear student,

Your chair has informed us, you have been granted Green Light. Congratulations! You are almost finished with your MSc programme, and close to becoming a Master of Science in the field of Industrial Design Engineering.

Next to finishing your graduation project, deliverables and presentation, you have to take some (obligatory) administrative steps before you can graduate.

In this letter we inform you about these.

### Step 1

Please **check your Study Progress Overview**. In the situation you have achieved more than the minimally required 30 EC of elective points, you are allowed to choose which electives you want to be registered within the elective space (30 EC). Courses registered as such will be taken into account for your GPA (in order to determine if your average grade is sufficient to be qualified for cum laude). Courses registered as an additional subject will be visible on your diploma supplement, but will not count towards your GPA.

When you wish to make any changes in your Study Progress overview, you **immediately** should fill in the form '*IDE Master Electives List – 30 ec*', and select the courses that you wish to be part of your elective space, and those to be added to the additional subjects.

After completion send it to [spa-io@tudelft.nl](mailto:spa-io@tudelft.nl) as soon as possible.

The form can be found in the IDE Student Portal -> MSc Graduation -> [Downloads](#).

### Step 2

Ultimately one week before your graduation date:

1. Upload your graduation deliverables to the TU Delft Repository for scientific publication.
2. Hand in your graduation deliverables to your chair and mentor(s) as hard copies (unless agreed upon differently).

For more information about the graduation deliverables: see the Graduation Manual, or the '*Handout Graduation deliverables*', both available at the IDE Student Portal -> MSc Graduation -> [Downloads](#).

**NOTE:** One of the mandatory deliverables is to include a copy of the approved project brief as report appendix. The project brief contains a lot of personal data on the 1<sup>st</sup> page. **Please remove all this personal data before uploading the copy of the approved project brief to the TU Delft Repository.**

For instructions regarding uploading your graduation deliverables in the Repository consult the form '*Delft Repository: Information and Instructions for uploading graduation deliverables*' available at the IDE Student Portal -> MSc Graduation -> [Downloads](#).

Remark: When uploading, you are asked to fill in the names of your supervisory team. Fill in the name of your chair and select 'Supervisor 1', fill in the name of the TUDelft mentor and select 'Supervisor 2', fill in (if applicable) the name of your company mentor and select 'coach'.

Only when you have met all the above mentioned conditions, your master diploma will be released.

3. Check if your address in Osiris is up to date. A few weeks after your graduation ceremony SPA will send your diploma supplement to this address. Therefore you should check in Osiris whether this is the address you wish to receive the diploma supplement on. If not, update the address (via [Studielink](#)) to ensure the sending is done to the correct address.

Finally, I would like to draw your attention to the following:

- Make sure that your registration as a TU Delft student will be ended in time. Go to the [TU Delft Student Portal](#) to find the information about [termination of enrolment](#).
- If you want to have some beverages and/or snacks during or after your graduation session, you can make arrangements via the university catering services (at own expense).

Hopefully all information is clear. If you have any questions, please do not hesitate to contact Graduation Support ([graduationsupport-io@tudelft.nl](mailto:graduationsupport-io@tudelft.nl)) or Manon Borgstijn ([M.M.Borgstijn@tudelft.nl](mailto:M.M.Borgstijn@tudelft.nl)), both of the department E&SA.

Good luck with finishing your graduation project, and I hope you will enjoy your graduation day.

Kind regards,

Mw. Drs. Ellen D. Bos  
Head of the department E&SA