

## PREPARING GRADUATION PROJECT

Supervisory team agrees on the project brief, all legal issues with possible third parties (contract, IP, confidentiality) should be settled.

## KICK-OFF

Start of the GP, meeting with the full supervisory team, last chance you to get the project brief signed by the chair.

## MIDTERM EVALUATION

First formal assessment point of the GP Continue, Adjust or Discontinue decision based on your progress to date.

## GREEN LIGHT

First formal assessment point of the GP, can you successfully finish the work within the next 20 days based on their progress to date.

## GRADUATION

Your public presentation of the project, followed by final project evaluation and awarding of the degree.

WORKDAY 1 (week 1)

WORKDAY 40 (+/- week 8)

WORKDAY 80 (+/- week 16)

WORKDAY 100 (+/- week 20)

Chair and mentor support, supervise and grade process + results.

CHAIR & MENTOR

Agree on, and sign Project Brief (by chair).

Agree on roles, responsibilities, process, and expectations.

Evaluate the student's self-evaluation and give a Continue, Adjust or Discontinue.

Decide on Green Light, sign accomplishment master courses declaration, and hand it in at departmental secretariat.

Evaluate Graduation Project with student and award degree.

## Action Items

Student prepares and executes the project.

STUDENT

Compose supervisory team.

Search for, or create a graduation assignment.

Write Project Brief using the template.

Discuss and agree on the Project Brief with the different stakeholders. Hand in the signed brief to the departmental secretariat.

Plan Kick-off meeting.

BEFORE

DURING

AFTER

Clarify and agree on roles, responsibilities, process and expectations.

Schedule important meetings with supervisory team:

- Midterm (+/- workday 40)
- Green light (+/- workday 80)
- Graduation ceremony (+/- workday 100)

Fill in the self-evaluation sections on the Midterm Evaluation Form and send it to the supervisory team.

Discuss feedback given by the mentor and chair.

Proceed in line with the supervisory team's feedback and meeting decision (Continue, Adjust, Discontinue).

Submit signed Midterm Evaluation Form to Brightspace

Request Accomplishment Master Courses Declaration. Send 80% completed final thesis version one week in advance to supervisory team

Present your project and discuss feedback of the supervisory team.

- If Green Light is given, confirm graduation date, agree on deliverables and embargo.
- If not, plan a new Green Light meeting for 4 weeks later.

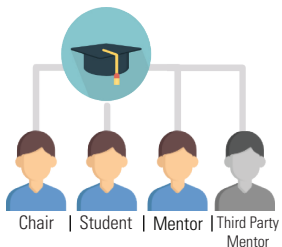
Book a room for the graduation with the department secretariat.

Upload to TU Repository and submit the deliverables to supervisory team: report, showcase and confidential appendix report one week in advance.

Give public presentation and lead Q&A session.

Join evaluation session with the supervisory team, to hear their final comments and your grade.

Return to graduation room to receive and sign your diploma.



Chair and mentor support, supervise and grade process + results.

STUDENT

### Action Items

Chair and mentor support, supervise, and grade process + results by means of the Graduation Rubric.

CHAIR & MENTOR

#### PREPARING GRADUATION PROJECT

Supervisory team agrees on the project brief, all legal issues with possible third parties (contract, IP, confidentiality should be settled).

Project preparation.

Agree on project brief, sign it when it is of sufficient quality (chair), remind student to submit it to the Board of Examiners through the departmental secretariat.

#### KICK-OFF

Start of the GP, meeting with the full supervisory team, last chance for the student to get the project brief signed by the chair.

Get the full supervisory team aligned and committed.

Clarify and agree on roles, responsibilities, process and expectations.

Schedule important meetings with supervisory team:

- Midterm (+/- workday 40)
- Green light (+/- workday 80)
- Graduation ceremony (+/- workday 100)

#### MIDTERM EVALUATION

First formal assessment point of the GP, make a Continue, Adjust or Discontinue decision based on student's progress to date.

Prepare meeting by completing and submitting the 'Midterm' form to the supervisory team.

Read student's self-evaluation in the Midterm Evaluation Form and agree on decision taking the rubric into account.

Discuss feedback and midterm decision with student:

- In case of Adjust: define clear action items and , if applicable, review deliverables.
- In case of Discontinue: refer student to Graduation Progress Team.

Complete and sign the Midterm Evaluation form, send it back to the student.

#### GREEN LIGHT

First formal assessment point of the GP, judge if the student can successfully finish the work within the next 20 days based on their progress to date.

Request 'Declaration on accomplishment master courses' and submit 80% version of final report to the supervisory team.

Read the green light report submitted by the student and agree on decision (before the meeting), taking the rubric into account.

Give the students feedback on their report:

- If Green Light is given, confirm graduation date and time, and agree on showcase, deliverables and embargo.
- If not, plan a new Green Light meeting for 4 weeks later.

#### GRADUATION

The public presentation of the project by the student, followed by final project evaluation and awarding of the degree.

Submit report and showcase to supervisory team and upload these to the TUDelft repository.

Meet to discuss deliverables and agree on grade based on rubric, complete and sign the Assessment and Graduation Forms.

After the public presentation, leave the room with the student to share your evaluation and inform them of their final grade.

Return to graduation room, hand out diploma, and make sure student signs both sides. Please do not announce the grade in public due to privacy regulations.

Return forms to Education & Student Affairs (E&SA)

BEFORE

DURING

AFTER

WORKDAY 1 (week 1)

WORKDAY 40 (+/- week 8)

WORKDAY 80 (+/- week 16)

WORKDAY 100 (+/- week 20)