**Form for requesting a Graduation Workplace at the IDE Faculty**

**Personal data**

Student number:

First and surname:

TU Delft email address:

Campus Card number:

Cell phone number:

**Data concerning your graduation project**

Title graduation project:

Name chair supervisory team:

Client of the graduation assignment:

Do you have the opportunity to work at the office of the client?

0 Yes, for .. days per week

0 No

Starting date of the graduation project:

Planned graduation date:

**Days of the week working at the Faculty**

Please indicate on which day(s) of the week you are **not** able to work at the IDE Faculty:

0 Monday 0 Tuesday 0 Wednesday 0 Thursday 0 Friday

**By sending in this form to the** [**Servicepunt-IO@tudelft.nl**](mailto:Servicepunt-IO@tudelft.nl)**, you declare that took notice of these general conditions:**

* The maximum term of using a graduation workplace is **5 months**. This is in order to also give other students a chance to obtain a graduation workplace.
* A graduation workplace has to be shared by another student, so you are responsible for making arrangements together who will be working when at the workplace.
* The student will be added to the key-list of the room with graduation workplaces. This key-list is available at the IDE Servicepunt.
* The students’ campus card has to be adjusted with reference to the graduation workplace and possible attendance after 18:00 hours. Therefore, the Servicepunt needs to activate your card.
* If no graduation workplaces are available, the student will be placed on a waiting-list.
* An extension to the maximum term of using a graduation workplace is not possible. If extension is wanted, a new application has to be made. In principle, the student then will be placed last on the waiting-list.