

TPM Thesis Duration Regulation

In short, the rule is: *The **maximum** duration of an MSc Thesis Project is 25 weeks.*

The **nominal duration** of the MSc Thesis Project is **21** 40-hour weeks = 840 hours = 30 EC. The Kick-off Meeting is taken to be in **week 4** of the project by definition.

Two dates must be planned during the Kick-off Meeting:

- the Green Light Meeting, preferably in **week 17** (= 13 weeks after the Kick-off Meeting);
- the Thesis Defence Meeting, preferably in **week 21**.

(See www.cosem.nl/ThesisProjectDates for a calculator, and *Example 1* on the next page.)

Questions & Answers

What if the period before the Kick-off Meeting is actually **longer than 4 weeks**?

The week in which the Kick-off Meeting takes place still counts as week 4.

What if we know beforehand that **the student cannot spend 21 consecutive weeks on the project**, for instance because of exams they still need to take, or a planned holiday?

These circumstances can be taken into account during the Kick-off Meeting and the planning can be adjusted accordingly. See *Example 2* on the next page.

What if the student experiences some **difficulties** carrying out the project?

The project may be *extended* by a maximum of four project weeks. See *Example 3* on the next page. (This time should *not* be granted to increase an already sufficient mark.)

What if **no green light** can be given during the Green Light Meeting?

The graduation committee is allowed to offer a new Green Light Meeting *once*, within three months of the first Green Light Meeting, provided there are valid reasons for the delay. An argumentation must be added to the Green Light form. (The argumentation should not mention personal details about the student: mentioning 'personal circumstances' suffices.) The student should visit the Academic Counsellor, preferably *before* the first Green Light Meeting.

What if a green light should be given, but the student or the committee would like to **extend the project** anyway to improve the mark?

No second Green Light Meeting is allowed in case the thesis merits a mark of 5,75 or higher.

What if **no green light** can be given during a second Green Light Meeting?

In this case the student has to start a new MSc Thesis Project, with a new topic and a new committee. The Director of Studies decides on the formation of the new committee. In exceptional circumstances an exemption may be obtained from the Board of Examiners.

What if the student **does not provide the correct document** (thesis) for the Green Light Meeting?

The Green Light Meeting is still valid. No green light can be given and the Green Light form must be submitted.

Where can I find the **official regulation**?

This can be found in the TER (OER):

www.tudelft.nl/studenten/faculiteiten/tbm-studentenportal/onderwijs/regels-en-richtlijnen

Examples

KO = Kick-Off Meeting; **GL** = Green Light Meeting; **Def** = Defence; **S** = Study for exam; **H** = Holiday

1. I do not foresee any special circumstances in my project yet.

Your project should be scheduled for **21 project weeks of 40 hours** and the work must be doable within this time.

The kick-off meeting is in week 4 (by definition), the green light meeting is 4 weeks before the defence. This is the nominal planning.

calendar weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
project weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
events				KO													GL				Def

2. I already know that I need to study for an exam one week and I have a two-week holiday planned.

Discuss this with your committee and plan your project accordingly. The *overall time* will be stretched to 24 calendar weeks,

but you will still devote **21 project weeks of 40 hours** to the project. The work must be doable within this time. This is still a nominal planning.

calendar weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
project weeks	1	2	3	4	5	6		7	8	9	10			11	12	13	14	15	16	17	18	19	20	21
events				KO			S					H	H							GL				Def

3. I experienced some difficulties carrying out the project.

Discuss this with your committee. They may allow you to *extend* your project to a **maximum duration of 25 project weeks of 40 hours**.

The example below shows an extension by *two weeks*.

calendar weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
project weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
events				KO																GL			Def

4. I had to study for an exam one week and I had a two-week holiday — *and* I experienced some difficulties carrying out the project.

Discuss this with your committee.

The *overall time* will be stretched to 28 calendar weeks, but you will devote a **maximum of 25 project weeks of 40 hours** to the project.

The example below shows an extension by *the maximum of four weeks*.

calendar weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
project weeks	1	2	3	4	5	6		7	8	9	10			11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
events				KO			S					H	H											GL				Def