Graduation Procedure Materials Science and Engineering

WHO	ACTION	WHEN / remarks
Start Graduation project		
Supervisor	Send student to Education Support	Start of graduation project (approximately 9 months before graduation)
Student	Make appointment with Education Support	Start of graduation project
Education Support	Check course list (is it approved?) and study progress (less than 10 EC to go, excluding the graduation project). Exceptions can only made by the master coordinator	Start of graduation project
Education Support	Send to student: • Graduation Registration Form MSE • Graduation Procedure MSE • Invitation to LinkedIn graduation/alumni group	Start of graduation project
Student	Complete Graduation Registration Form MSE and return to Education Support. Optional: accept invitation LinkedIn	After receiving this from Education Support
Education Support	Inform supervisor that student can start	After checking MSE administration
Student or supervisor	Inform Education Support about graduation date	At least 25 working days before graduation
Student	Complete Form 5 (exam application) and submit to the 3mE Service Desk and send copy to Education Support	At least 25 working days before graduation (OSA needs 20 days to process!!!)
Supervisor	Compose graduation committee	At least 25 working days before graduation
Student	Send to Education Support: • graduation date and time • names of committee members • number of people attending presentation	At least 25 working days before graduation
Education Support	Reserve lecture room	ASAP
Supervisor	Complete Form 6 (Graduation Committee) and submit to the 3mE Service Desk and send copy to Education Support	At least 20 working days before graduation
Student	Organize drinks after graduation (optional)	Contact Tubalkaïn
Student	Upload thesis to repository	10 days before graduation
Education Support	Send to supervisor: • Studievoortgangsoverzicht • App_MEP_Grading_Scheme_3mE • MEP_Grading_Form_3mE • Opdrachtenformulier	7 days before graduation
Student	Mail title + abstract to Education Support	7 days before graduation
Student	Supply thesis copies to committee (hard copy and digital)	7 days before graduation
Education Support	Send an announcement to the department / other MSE students and put on TV screens in the 3mE building	7 days before graduation
Student	Give Education Support new e-mail address or contact information	Graduation date
Supervisor	Send to Education Support: • completed MEP_Grading_Form_3mE • completed Opdrachtenformulier	ASAP after graduation
Education Support	Send to OSA: • completed MEP_Grading_Form_3mE • completed Opdrachtenformulier	ASAP after graduation

Education Support: MSEcoordinator-3mE@tudelft.nl

Tubalkaïn: Tubalkain-3mE@tudelft.nl

Repository: http://repository.tudelft.nl/submit/thesis/

OSA: osa-3mE@tudelft.nl