

## Graduation schedule / checklist Geoscience and Remote Sensing

Corresponding articles from the Teaching and Examination Regulations (TER) and Rules and Guidelines of the Board of Examiners (R&G) are mentioned in the checklist and included at the end of this document. Of special interest is Article 23 on the composition of the assessment committee. Time (in months) is indicative. The student is always responsible for organizing the meetings – supervisors should provide timely feedback and check the progress.

Time in months	Description	Done?
0	Student and internal supervisor agree on topic and assessment committee is formed, short description of project available	
	If project is in cooperation with a company / institute: first contact internal supervisor, since the project proposal / research objectives must be defined together with the internal supervisor. Also see the <a href="#">procedure for the agreement with the company</a> that must be followed.	
	If needed student contacts graduation coordinator to discuss procedure. Make sure programme is approved via <a href="http://MyStudyPlanning.tudelft.nl">MyStudyPlanning.tudelft.nl</a>	
	Student submits form CIE1 / AES1 "Start Master thesis project" [TER Art. 24.1] Use form CIE-2b/AES-2b for assessment committee.	
0 - 1	Student writes work plan (objectives, research questions, approach; 4-6 pages) and makes a detailed planning, incl. dates for mid-term review and final presentation [TER Art. 25.2]	
1	<b>Kick-off meeting with supervisors</b> (i.e. assessment committee minus the independent member) to discuss work plan and planning	
	Student sends minutes (~1 page) of kick-off meeting to supervisors and graduation coordinator – they should react within one week (otherwise it is assumed that they agree with the contents) [TER Art. 25.12]	
1 - 3	Once work plan is approved, start research	
	Regular meetings with daily supervisor	
3-4	<b>Mid-term review</b> with supervisors: presentation by student (up to supervisors to decide in which setting), followed by a review meeting [TER Art. 25.6]	
	Student sends minutes (~1 page) of mid-term review to supervisors and graduation coordinator – they should react within one week (otherwise it is assumed that they agree with the contents) [TER Art. 25.12]	
4-6	Continue research, taking into account feedback from mid-term review	
	Regular meetings with daily supervisor	
	If full assessment committee was not known at start of project, use CIE2b / AES2b form to get approval.	
6	Student submits draft thesis to assessment committee	
	Supervisor does <a href="#">plagiarism check</a>	
	<b>Full assessment committee</b> advices on necessary revisions and decides on approval during 'greenlight meeting'	
6 – 6.5	After approval, a graduation date is set [R&G Art. 24]	
	Student makes necessary revisions	
	Student submits form CIE3 / AES3 "Application MSc degree"	
	Student contacts secretariat to make necessary arrangements (reservation rooms, invitation for staff and students, ...)	
6.5	Student submits final thesis to assessment committee and graduation coordinator and uploads the thesis to <a href="http://repository.tudelft.nl">http://repository.tudelft.nl</a>	
7	Final presentation and defense	
	Committee chair submits grading form to <a href="mailto:spa-citg@tudelft.nl">spa-citg@tudelft.nl</a> and the graduation coordinator	

## Articles related to Master Thesis Project from Teaching and Examination Regulations & Rules and Guidelines of Board of Examiners

### From annex of Teaching and Examination Regulations :

#### Article 24 – Access to the Master Thesis Project

1. Students may embark on the Master Thesis Project only when they have no more than 15 credits of uncompleted subjects of the Master's degree programme from all their other subjects of the programme.
2. The final assessment is the meeting during which the assessment committee's chair grades the results of the student's work. The accompanying presentation constitutes part of the final assessment and takes place preferably on the same day as the final assessment. The final assessment has to occur within four weeks (the months of July and August excluded) after the final thesis report has been handed in.
3. The regulations for the composition of the assessment committee can be found in article 23 of the Rules and Guidelines Board of Examiners.

#### Article 25 – Working method of the assessment committee

1. As soon as the final study phase begins, the assessment committee's chair will indicate to the student which members of the assessment committee are directly involved in the student's supervision.
2. In consultation with the chair and the daily supervisor, the student must draw up a work plan which at least describes the subject and the approach and which gives a list of contents. The work plan must also contain a time schedule with dates for the interim meetings and the final presentation.
4. The date of approval of the work plan marks the official start of the Master Thesis Project. The coordinator will monitor the schedule.
5. Significant changes in the work plan must be approved by the assessment committee.
6. During the final study phase there must be at least one interim meeting with the assessment committee to gauge the progress being made.
7. Before a presentation date can be agreed, the student must have completed all the other examination programme obligations and present the draft report to the complete assessment committee (the so-called green light meeting).
8. The examiner in the assessment committee from the other section (article 23 Rules & Guidelines Board of Examiners) must at least participate in the deliberations from the moment of the assessment of the draft report text referred to in section 7.
9. After the student has received the assessment committee's approval the student must arrange a presentation date.
10. The final assessment and the presentation of the Master Thesis Project should be preferably planned on the same day. At least two of the three academic staff members of the assessment committee, one of whom must be the chair, have to be present at the time of the presentation.
11. Members of the assessment committee who are unable to be present at the time of assessment should react in writing, possibly by email, to the report received from the student beforehand. The reaction has to be addressed to the chair.
12. Each time the assessment committee evaluates matters, the student must compile an official report and post or mail it to the assessment committee for approval. If after a week no reaction has been received, the student can assume that the agreements detailed in the report have been accepted. ANNEX MSc CE 2021-2022 46
13. The chair is responsible for the assessment and determines the final mark after close consultation with the other committee members. The student will not be notified of the procedure that led to the determination of the final mark.
16. The coordinator or a member of the assessment committee appointed in conjunction with the coordinator is responsible for ensuring that the relevant Teaching and Examination Regulations and the Rules and Guidelines laid down by the Board of Examiners are adhered to, in particular whether the commencement stipulations are observed, the subsequent procedures are followed, and the Master Thesis Project is assessed according to uniform norms.
17. The coordinator must keep a record of how long the student has worked on the Master Thesis Project. If this has not been completed within a year, then the coordinator will ask the student and the assessment committee's chair why that is so. If the student subsequently does not progress fast enough, the coordinator will notify the Board of Examiners.

### From Rules and Guidelines of Board of Examiners:

#### Article 23 Composition of assessment committee Master's thesis project

1. The intended chairperson will propose a committee for the supervision and assessment of the Master thesis project. This committee will consist of at least three academic members of staff at Delft University of Technology, including the chair. The chairperson must have been appointed by the Board of Examiners as examiner. The assessment committee's chairperson is responsible for the internal and external supervision. On behalf of the Board of Examiners, the graduation coordinator of the track specialisation has to approve the composition of the committee.
2. Additional requirements for the members of the assessment committee:
  - The chairperson must be a (full) professor, associate professor or assistant professor;

- At least two members, including the chair, must belong to the academic staff of the faculty of Civil Engineering and Geo Sciences;
  - The members of the committee must represent at least two different sections. If a department has research groups which are not part of a section, different research groups can be designated, and the word 'section' can be interpreted as designated research group;
  - At least two members must have a UTQ, a UTQ equivalent or an exemption, or must be active in acquiring an UTQ or equivalent;
  - At least two members of the committee must be (full) professor, associate professor, assistant professor or lecturer;
  - One member can be a researcher or PhD candidate only if the other members represent two different sections and if the researcher or the PhD candidate has completed the module "TLS" or "T3.D1" of the Doctoral Education (DE) plan. The chairperson is responsible for the final grade.
3. The assessment committee can be extended with the following additional members:
- Anyone who is an academic member of staff at Delft University of Technology or at any other Dutch or foreign university;
  - External experts as described in Article 5, section 4.
4. The assessment committee for an international Applied Earth Sciences programme is formed in accordance with agreements made between the participating universities.
5. In exceptional cases, and upon request by the chair of the intended assessment committee, the Board of Examiners can grant an exemption to sections 1-4 of this article.

#### **Article 24 Assessment committee**

1. Before a presentation date can be agreed, the assessment committee must assess the draft report positively (the so-called green light meeting). A positive assessment means that it is expected that the student can achieve a final grade of a 6.0 or higher, but some changes may still be required. It is not a guarantee for a pass: the student may still fail, for instance if the student has not made the necessary changes (see annexes TER of CE, AES, TIL and CME) or if the presentation and defence are sub-standard.
2. The assessment committee will ensure that, provided the level of the Master Thesis Project is high enough, the time devoted to the work involved will not be greater than the study load in terms of the allocated number of credits.
3. If the Board of Examiners is notified pursuant to the rule in the annex of the TER CE, AES, TIL or CME, it will ask both the assessment committee and the student to elucidate matters in writing and to further explain how the process can be completed. The Board of Examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully round off the

#### **Article 25 Official date of result Master's thesis project**

The official date of completion of the Master's thesis project will be the date on which the final oral presentation is given.