

Checklist for MSc graduation in Environmental Engineering

Section of Sanitary Engineering, Department of Water Management, TU Delft

General

The administrative procedure for the MSc graduation, as required by TU Delft Education and Student Affairs (OSA), is described in the form CIE-0 that can be found on the website of TU Delft, Faculty CEG under Student portal/forms/Forms Masters/Civil Engineering:

<https://www.tudelft.nl/en/student/faculties/ceg-student-portal/education/education-information/ceg-forms/>

Further explanations or specific requirements as defined by the Section of Sanitary Engineering are described below:

Start of MSc Thesis work

- 1) Read the **“Graduation Guide for Environmental Engineering”** for the process of doing a thesis and composing the Graduation Committee. You can find this file in the Brightspace page for Environmental Engineering under what-to-do in-your-second-year/MSc-Thesis-Procedure.
- 2) Find a thesis topic and frame with your supervisor. See your **Graduation Coordinator** (Boris van Breukelen) to announce the start of the MSc thesis.
- 3) Apply for permission to start the MSc through the form **“Application Start MSc Thesis Project”** (form CIE-1). The form is handed in at the Servicepunt CEG or can be sent to Central Student Affairs (also digital to SPA-CITG@tudelft.nl)

Student must have at least 65 ECs on Master Courses, the Department recommends 70 ECs

- 4) Discuss with your supervisor who to ask for your assessment committee. Make your assessment committee (the chairperson must be assistant, associate or full professor, course responsible within the EE programme, and holder of a university teaching qualification (UTQ)). Complete the form **“Master Examination Program (CIE-2)”** in cooperation with the graduation coordinator. The coordinator will sign and then send this form to the secretary of the Board of Examiners to approve the examination program and the composition of the Assessment Committee.
- 5) Ask the secretary of the Sanitary Engineering Section to add you to the mail list and colloquium list of the Sanitary Engineering section if you are graduating in Environmental Technology. Or inform anyway the secretaries about your start of graduation (also if you plan to graduate at another department than Water Management).

During the MSc Thesis work

- 6) Make regular appointments with your graduation committee, and/or your **daily supervisor**. Among these, plan a midterm meeting: it is important to confirm the objective and convey the interest of your committee in the objective of your project (make sure all the committee members are participating during this meeting!)
- 7) Graduating students in Environmental Technology are encouraged to attend and participate in the colloquia of the Sanitary Engineering section. Students are expected to give one presentation a year. A colloquium presentation consists of max. 10 min. talk and 5 min. discussion. Prepare and discuss the presentation beforehand with your graduation supervisor(s). Contact the colloquium team for more information and enrolment. It is

recommended to give this presentation at an early stage, so when you are less than half way, to benefit as much as possible from feedback.

Finalizing the MSc Graduation

- 8) Arrange a "Greenlight meeting" with your Assessment Committee. This is obligatory and it is common practice to do it 3/4 weeks before the graduation.
- 9) Contact the Graduation Committee for the **date** of the thesis defence. Check with the secretariat of Sanitary Engineering that this date is available (e.g. to avoid simultaneous defences)
- 10) Apply no later than **20 working days prior** to the date of the thesis defence for the MSc diploma by completing and sending the form CIE-3 "**Application Form Master Degree**". Send this to the SSC-E&SA CEG or send a scan to SPA-CITG@tudelft.nl. When submitting this form, put the secretary of the Sanitary Section in CC to let them know that you are starting your graduation procedure.
- 11) The completed and **final thesis** must be made available to the Assessment Committee at least **10 working days before** the date of the thesis defence. If not, the presentation will NOT take place.
- 12) OSA should receive the last exam result (apart from the mark for your thesis) ultimately **5 working days before** the date of the thesis defence.
- 13) Once the date of the **defence** is set the student arranges for:
 - a. A **lecture room (through Servicepunt)**
 - b. **Announcements** of defence on relevant billboards, e.g. in elevators
 - c. **Digital announcement** sent to Secretary of the section Sanitary Engineering for distribution under relevant staff and to the "Dispuut" Water and Environment
 - d. Social event after the defence if applicable, with reservation through the secretary
- 14) Ultimately the **day of graduation**:
 - e. The thesis work should be uploaded onto the **Central Library Repository**.
 - f. Procedures can be found on <https://repository.tudelft.nl>
 - g. All equipment borrowed is returned in clean conditions and used laboratory space is vacated and cleaned, otherwise you will not be graded for your thesis.
 - h. Files pertaining to the thesis work are removed from TUD computers and the working place is vacated in a neat way.
- 15) For Foreign students: Make sure you have fulfilled all your financial obligations (also Library fees) as a diploma will not be handed out before all bills have been settled.

Last tips

At the day of defence you get your diploma and the supervisor should give the grade immediately (it is better if it is also uploaded immediately to Osiris). After receiving your grade OSA processes the remaining faculty administration.

It is better to take the diploma in person because mailing is on your own risk and you cannot get another copy. However, the supplement/transcript can be demanded more times.

If you need a transcript immediately you can ask at the service desk and they will print it (as long as your graduation grade has been uploaded on Osiris).