Checklist for MSc graduation  
Section of Sanitary Engineering, Water Management, TU Delft

General  
The administrative procedure for the MSc graduation, as required by TU Delft Education and Student Affairs (SPA), is described in the form CIE-0 that can be found on the website of TU Delft, Faculty CEG under Student portal/forms: [http://studenten.tudelft.nl/en/students/faculty-specific/ceg/forms/](http://studenten.tudelft.nl/en/students/faculty-specific/ceg/forms/)

For attending the colloquium see the link, also on Brightspace for more information. Further explanations or specific requirements as defined by the Section of Sanitary Engineering are described below:

Start of MSc Thesis work  
1) Read the “Guide for Graduation work Water Management” for the process of doing a thesis and composing the Graduation Committee. You can find it on the website [www.watermanagement.nl](http://www.watermanagement.nl) under MSc Thesis.

2) See your Graduation Coördinator (Wim Luxemburg) 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 EC’s on Master Courses, the Department recommends 70 EC’s*

4) 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) Prepare a document for the Website of Water Management on the topic of the thesis work. Send this document within 2 weeks after the start of your MSc thesis by mail to secretariat of Sanitary Engineering. This will be posted on the website of the section under “ongoing MSc thesis work”. Format is text, and/or graphs, pictures maximum A4, describing the topic (see the website for examples).

6) Please register on the Google list to contact the other MSc students who are writing their thesis. Please fill out the following form for our own administration and to help you to get in contact with the other MSc students who are writing their thesis. You can see the overview here. Also you should be added to the colloquium-participation list.

During the MSc Thesis work  
7) Make regular appointments with your graduation committee, and/or your daily supervisor.

8) Graduating students are obliged 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

9) Contact the Graduation Committee for the date of the thesis defense. Check with the secretariat of Sanitary Engineering that this date is available (e.g. to avoid simultaneous defenses).

10) Apply no later than 20 working days prior to the date of the thesis defense 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.

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 defense. 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 defense.

13) Once the date of the defense is set the student arranges for:
   - A lecture room (through Servicepunt)
   - Announcements of defense on relevant billboards, e.g. in elevators
   - Digital announcement send to Secretariat for distribution under relevant staff and to the “Dispuut” Water Management
   - Social event after the defense if applicable, reservation through Secretariat

14) Two working days before, an A4 size summary of the thesis for the website Water Management should be submitted to the secretariat. This may be an updated version of the one mentioned under point 5.

15) Ultimately the day of graduation:
   - The thesis work should be uploaded onto the Central Library Repository.
   - Procedures can be found on https://repository.tudelft.nl
   - All equipment borrowed is returned in clean conditions and used laboratory space is vacated and cleaned.
   - Files pertaining to the thesis work are removed from TUD computers and the working place is vacated in a neat way.

16) 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.