Checklist for MSc graduation  
Section of Water Resources, Watermanagement, 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 under Student Portal:  
Further explanations or specific requirements as defined by the Section of Water Resources are described below:

**Start of MSc Thesis work**

1) Read the “Guide for Graduation work Watermanagement” for the process of doing a thesis and composing the Graduation Committee. You can find it on the website  

2) See your **Graduation Coordinator** (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-01). The form is send digitally by the student to the Student Affairs e-mail address 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 Programme (CIE-2)” in cooperation with the graduation coordinator. If it is according to the rules of the Teaching and Exam Regulations of the year you started, the coordinator will sign the form and send it to the Student Affairs.

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 email to secretariat of Water Resources (Secr-WR-CITG@tudelft.nl). 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). Here it will be posted:  

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6) If you do not automatically receive the weekly announcements of the colloquia two weeks after the start of your MSc thesis, contact the Secretariat of Water Resources Secr-WR-CITG@tudelft.nl so you are added to the colloquium participation list.

7) In case the thesis work is done in cooperation with a company a graduation agreement between the TU Delft and the company needs to be signed in advance: see the procedures for “graduation at a company” under “General forms” at: https://www.tudelft.nl/en/student/faculties/ceg-student-portal/education/master/forms-master/

During the MSc Thesis work

8) Make regular appointments with your graduation committee, and/or your daily supervisor. There is a minimum of four meetings with the whole committee:
   - the kickoff meeting, where your workplan has to be approved
   - a mid-term meeting
   - the greenlight meeting, where the draft has to be approved
   - the thesis defense, which should be at least 20 working days after the greenlight meeting.

9) Graduating students have to attend and participate actively in at least 8 colloquia of the Section Water Resources. Students are expected to have at least one presentation in a colloquium. A colloquium talk consists of max 15 minute talk and 15 minute discussion. Discuss the presentation beforehand with your graduation supervisor(s).

10) In case any equipment is required for fieldwork, contact T.A.Bogaard@tudelft.nl. A deposit can be required.

Finalizing the MSc Graduation

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

12) 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 form signed to the to SPA-CITG@tudelft.nl.

13) The completed and final thesis must be made available to the Assessment Committee at least 5 working days before the date of the thesis defense. If not, the presentation will NOT take place.

14) SPA should receive the last exam result (apart from the mark for your thesis) ultimately 5 working days before the date of the thesis defense. Do not wait for the
last moment: if you fail an exam and there is no opportunity for a resit before this deadline, the graduation date has to be postponed.

15) Once the date of the defense is set, the student arranges for:
   - A lecture room (through Servicepunt-CITG@tudelft.nl)
   - Announcements of defense on relevant billboards, e.g. in elevators
   - Digital announcement send to Secretariat of Water Resources (Secr-WR-CITG@tudelft.nl) for distribution under relevant staff and to the “Dispuut Water and Environment” (dispuut-we-citg@tudelft.nl)
   - Social event after the defense if applicable.

16) Ultimately the day of graduation:
   - The thesis work must be uploaded onto the Central Library Repository under education repository. Procedures can be found on http://repository.tudelft.nl. Failure to do so may result in a delay in receiving your diploma supplements.
   - 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.

17) For Foreign students: Make sure you fulfilled all your financial obligations as a diploma will not be handed out before all bills have been settled.