

## Administrative Procedure for the MSc in Aerospace Engineering

Information about the Thesis Project can be found on the Student Portal:

<https://www.tudelft.nl/en/student/faculties/ae-student-portal/education/master/thesis>

You will also find further information on the MSc Thesis BrightSpace page. All forms referenced in this document can be found here: <https://www.tudelft.nl/studenten/faculteiten/lr-studentenportal/onderwijs/education/forms>

It is also important to review and understand what is specified in the Rules & Guidelines of the Board of Examiners for Aerospace Engineering in relation to the MSc Thesis. You will want to pay particular attention to:

Article 26	Master Thesis Project
Article 27	Composition of the assessment committee for the Master Thesis Project
Article 28	Working method of the assessment committee

All regulations can be found on the Student Portal: <https://www.tudelft.nl/en/student/faculties/ae-student-portal/education/master/regulations-msc>

<b>Application for Track &amp; Profile Master AE</b>	
<b>Master Application</b>	<ul style="list-style-type: none"> <li>Fill in My Study Planning <a href="https://mystudyplanning.tudelft.nl/overviewSubmissionsAdministration">https://mystudyplanning.tudelft.nl/overviewSubmissionsAdministration</a></li> </ul> <p><b>Deadlines: 1 May</b> (start September) <b>1 December</b> (start February)</p>
<b>As soon as possible:</b>	
<b>Course Registration</b>  <b>Master AE</b>	<ul style="list-style-type: none"> <li>Complete the form “in My Study Programme”.</li> <li>SPA will process the examination programme in Osiris after approval of the track coordinator in My Study Planning.</li> </ul>
<b>Before starting the Thesis:</b>	
<b>Thesis Kick-off Form (AE-2)</b>	<ul style="list-style-type: none"> <li>When you start your Thesis Project, fill out the form <b>Thesis Kick Off form (AE-2)</b>.</li> <li>Send the completed form, which has been signed by the Track Coordinator, to <a href="mailto:SPA-LR@tudelft.nl">SPA-LR@tudelft.nl</a>.</li> <li>SPA will check that all required courses have been completed.</li> <li>SPA will send a confirmation email (with a cc to Track coordinator and First Supervisor) to the student.</li> </ul>
<b>When nearing completion of the Thesis:</b>	

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<p>Permission to Defend Form (AE-3a)</p> <p>&amp;</p> <p>Form MSc Diploma Application (AE-3b)</p>	<ul style="list-style-type: none"> <li>• Fill out the <b>Permission to Defend Form (AE-3a)</b>. This form must also be <u>signed by the Track Coordinator</u>.</li> <li>• Fill out the <b>Application for MSc Degree/Diploma Form (AE- 3b)</b>.</li> </ul> <p><b>Note:</b> For those completing their internship <i>after</i> their thesis, you must inform the Internship office and SPA.</p> <ul style="list-style-type: none"> <li>• Submit both completed forms to <a href="mailto:SPA-LR@tudelft.nl">SPA-LR@tudelft.nl</a></li> <li>• SPA will check the submitted forms.</li> <li>• SPA will acknowledge receipt of the application via an email to the student with the Secretary to the Chair of the Assessment Committee.</li> </ul> <p><b>Note:</b> This <i>must</i> be completed no later than 5 working days prior to the date of graduation. Failure to do so could result in the delay of your graduation.</p>
<p>Form Room Reservations MSc (AE-3C)</p>	<ul style="list-style-type: none"> <li>• Upload your final thesis in the <b>Thesis Plagiarism checker</b> and in the Repository (<a href="http://pure.tudelft.nl/admin">pure.tudelft.nl/admin</a>)</li> <li>• Fill out the <b>Room reservations MSc form (AE-3c)</b>.</li> <li>• Send the completed form to <a href="mailto:servicedesk-ae@tudelft.nl">servicedesk-ae@tudelft.nl</a> .</li> <li>• The form should be sent <b>least 10 working days</b> prior to the Graduation date to ensure there is an appropriate room available for the date &amp; time you require.</li> <li>• The Service desk will confirm the room reservation to the student and the Secretary of the Chair of the Assessment Committee.</li> </ul>
<p><b><i>If changes to submitted forms is required:</i></b></p>	
<p>Change Form (AE-4)</p>	<ul style="list-style-type: none"> <li>• Changes in the examination programme and the composition of the Assessment Committee have to be approved by the Track Coordinator.</li> <li>• This can be done through my Study Planning or by submitting a <b>Changes in MSc Programme form</b>.</li> <li>• The completed form should be submitted to SPA: <a href="mailto:SPA-LR@tudelft.nl">SPA-LR@tudelft.nl</a></li> </ul>
<p><b><i>After the presentation:</i></b></p>	
<p>Grading</p>	<ul style="list-style-type: none"> <li>• The Secretary of the Section or the Chair of the Assessment Committee will submit the assessment form, including the rubrics to SPA: <a href="mailto:SPA-LR@tudelft.nl">SPA-LR@tudelft.nl</a>.</li> <li>• SPA will register the grade in OSIRIS.</li> <li>• The original (paper copies) &amp; digital versions of these forms will be submitted to the Secretary of Education &amp; Student Affairs (ESA).</li> <li>• The Secretary of ESA will archive both versions of the forms.</li> <li>• SPA will provide the Diploma Supplement at least 15 working days after the graduation.</li> </ul>

<b>Administration</b>	<p><b>Disenrollment</b></p> <ul style="list-style-type: none"><li>If you no longer wish to be enrolled for your degree programme(s) at TU Delft, you should submit an application to terminate your enrolment via your Studielink account (<a href="http://www.Studielink.nl">www.Studielink.nl</a>). <b><u>This will not be done automatically.</u></b></li></ul> <p><b>Note:</b> If you submit a request for disenrollment after 31 May, you can be disenrolled from 1 July or 1 August. Be aware, that you still have to pay a tuition fee for the month of July &amp; August.</p> <p><b>Health Insurance, Visa &amp; Housing (Non-EU students)</b></p> <ul style="list-style-type: none"><li>Non-EU students should visit the International Office (Jaffalaan 9a) on a Tuesday or Thursday between 12:30 – 13:00.</li></ul> <p><b>More Information</b></p> <ul style="list-style-type: none"><li>For more information or questions about disenrollment and/or restitution please contact the Contact Centre: <a href="mailto:ESA@tudelft.nl">ESA@tudelft.nl</a> or go to: <a href="https://www.tudelft.nl/en/student/administration/contact-centre">https://www.tudelft.nl/en/student/administration/contact-centre</a></li></ul>
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