**Composition of assessment committee for Master’s thesis project 3mE**

*to be completed by the Student Programme Administration*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student name:  |       | Student number:  |       | Date of examination:  |       |
| Master programme: Choose an item.           | Track: Choose an item. |
| Is eligible for Cum Laude [ ]  (if so, include Cum Laude Member) | Current weighted average:  |       |
| Remarks:  |       |

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*to be completed by the chair of the Master’s thesis project assessment committee* **Proposal for the appointment of the assessment committee:**Scientific Staff members (Asst./Assoc./Full Prof.)1,2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Affiliation**: University / faculty / department | **Involved**in thesis project | **Not involved**in thesis project | **Dept. involved** inprogramme/ track | **Permanently** employed at 3mE4 | **Expertise** in thesis topic |
| S1 (Chair**)**  |       | TU Delft  |       | [ ]  | [ ]  |[ ]  [ ]  | [ ]  |
| S2 (required) |       |       | [ ]  | [ ]  |[ ]  [ ]  | [ ]  |
| S3(optional) |       |       |[ ] [ ] [ ]  [ ]  | [ ]  |
|  |  | **Requirements for members above:**  | ≥1 | ≥1 | ≥1 | ≥1 | ≥1 |
| Cum Laude |       |       |  | ☒ |  |  | ☒ |

**Additional expert members** (PhD, Postdoc, Docent, Professional)
Optional when sufficient members with relevant expertise are included above.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Affiliation**: University / faculty / department or company | **Expertise** in thesis topic |
| A1  |       |       | ☒ |
| A2 |       |       | ☒ |
| A3 |       |       | ☒ |

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| --- |
| Remarks:       |

**The Chair confirms**:
[ ]  that the total number of members with expertise on relevant aspects of the thesis topic is Choose an item.;

[ ]  I have sufficient experience3 in the MSc graduation process;

[ ]  I am employed at the 3mE Faculty4.

|  |  |
| --- | --- |
| Signature Chair: (for content)       | Signature responsible MSc Coordinator: (for requirements)      |

**Article 23 Composition of assessment committee for Master’s thesis project**

The Board of Examiners appoints a Master Assessment Committee for each Master’s thesis project. A Master Assessment Committee consists of at least two members that are part of the scientific staff (1,2), and may have additional members with relevant expertise.

* One of the scientific staff members is appointed as chairman of the committee. The chairman must be employed at the 3mE Faculty (4) and experienced in supervising and assessing MSc thesis projects (3).
* From the scientific staff members:
	+ at least one member has been involved in the thesis project, whereas at least one other member has not been involved;
	+ at least one member has relevant expertise on the thesis topic;
	+ at least one member belongs to a department involved in the mandatory courses of the student’s Master programme/track.
	+ at least one member is permanently employed as a 3mE faculty member (4).

Multiple attributes can be covered by each member.

* The total number of committee members with expertise on the thesis topic is at least two. Expert members can also be Lecturers, Postdocs, PhD candidates from TU Delft or other Dutch universities, or professionals from the field relevant to the thesis topic.
* In addition to the above, an extra member shall be added if the student, when registering for the degree audit, qualifies for the predicate ‘cum laude’. This extra member was not involved in the thesis project, has relevant expertise on the thesis topic and belongs to the scientific staff of a department that is different from the chairman’s department.

1) Scientific staff is a full professor, associate professor, or assistant professor, employed at the TU Delft or another Dutch university. Upon a written request, the Board of Examiners can also allow scientific staff members employed at foreign universities. Retired scientific staff members can also be Master Assessment Committee members provided they had an involvement in the thesis project before retirement.

2) Department heads can propose lecturers (UFO docenten, teachers/lecturers) to act as scientific staff member (but not as chairman) of future Master Assessment Committees. The Department Head submits a motivation letter with CV to the Board of Examiners from which the qualifications of the lecturer for this role become evident. The Board of Examiners informs the Department Head about the decision (in writing).

3) Sufficient experience is defined by: membership of 5 or more MSc graduation committees at TU Delft in the last 3 years, including as supervisor of 3 or more completed MSc graduation projects at 3mE (4).

4) In case of inter-faculty programmes, this includes the participating TU Delft faculties.