Graduation Manual

Master of Science Architecture, Urbanism & Building Sciences

Academic Year 2021 – 2022

TUDelft

Faculty of Architecture and the Built Environment

Contents

Introduction

This manual is based on the official regulations concerning graduating and is meant for students, mentors, delegates of the Board of Examiners and others who are involved in the graduation and corresponding evaluations. The manual is part of the official regulations and is sent to all students who enrolled for a Master 3 studio at the start of the semester.

This manual contains important information about the setup of the graduation process. In chapter one you will find a scheme of the setup of the evaluations and a scheme explaining the responsibilities of all people involved per evaluation.

Chapter two contains information about the quorum, the appraisal, honourable mention and the "cum laude" regulation.

In the appendixes you will find among other things details on the subjects to be assessed, the graduation plan, reflection requirements and the references to official regulations which this manual is part of. For all students in graduation phase of the Master Architecture, Urbanism and Building Sciences the EMMA rubric will be used for the assessment.

We have an online registration for graduation progress and assessments. All involved teachers have access to this information in the SharePoint application that is used for the registration. The registration includes personal information of the student, the composition of the mentor team, registration for the P2 and P5 and the registration of all the assessments.
Each semester Education and Student Affairs adds the names of the new enrolled Master 3 students to this digital registration.

The involved coordinators, mentors and delegates of the Board of Examiners can add additional information and notes. For all graduates the main mentor is responsible for completing the digital assessment registration. Each graduate will receive the assessment form by email after each evaluation.

A compulsory scan on plagiarism with the use of Ouriginal is used for graduates from the tracks Urbanism, Landscape Architecture, Building Technology and Management in the Built Environment. After registration for the P4 students first get the possibility to do plagiarism check themselves and they have to hand in a final version before the P4 presentation. The result of this plagiarism scan will be assessed by the involved mentors at the P4. Also the final version of the report must be uploaded in this Brightspace plagiarism check.

Chapter 1.0   Graduation Process

Section 1.1   Admission
Because of the graduation process the Master 3 and 4 are interconnected. These two Master semesters must be completed without any interruption.

Enrolment for and admission to the P2 presentation is only possible:
- for students in the tracks Architecture, Urbanism and Landscape Architecture, after having obtained all study credits (EC) from Master 1 and 2, with a maximum of 5 credits unfinished. For the Architecture track the MSc 2 course AR2A011 or AR2AT031 must be completed.
- for students in the track Management in the Built Environment, after having obtained 55 credits from Master 1, 2 and 3
- for students in the track Building Technology, after having obtained at least 55 credits from Master 1, 2 and 3, including Bucky Lab Design (Master 1), a completed Master 2 project, and the Master 3 SWAT or Earthy studio.

Students must meet these admission requirements no later than the final registration date of the P2 registrations.

Section 1.2   Mentors and mentor team composition
After a student is admitted to a graduation lab, the student is allocated a main mentor in consultation with the lab coordinator. A second mentor is appointed at the admission to the P2 evaluation at the latest.
- For students in the track Architecture the second mentor is associated with the chair "Architectural Engineering" of the Department AE + T. The allocation of the second mentor is taken care of by the Master Coordinator of Building Technology. For students starting with their graduation in autumn 2020 or later also a research mentor will be appointed.
- For students in the track Building Technology the student will be assigned to two supervisors from different 'colours' of AE+T (Structural Design / Façade & Product Design / Climate Design / Design Informatics).
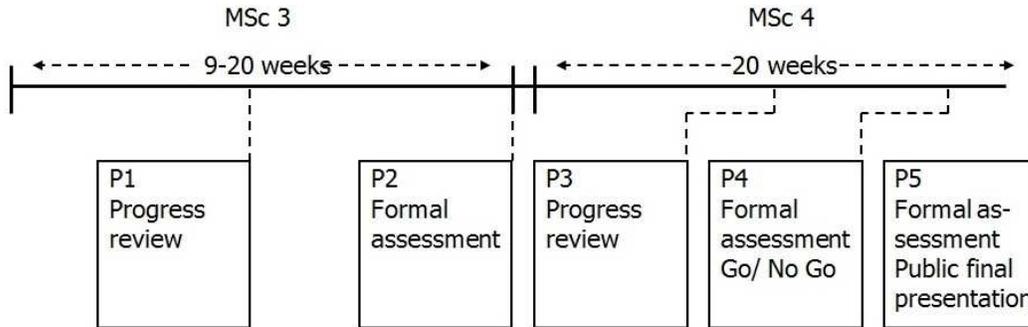
Colour	*Connected chairs*
Climate Design	all chairs of the section climate design
Façade & Product Design	Design of Constructions / Building Product Innovation
Structural Design	Structural Design & Mechanics / Architectural Glass
Design Informatics	all chairs of the section digital technologies

- For students in the track Urbanism the first and second mentor must be from the department of Urbanism, but - to make sure the student will be tutored from substantially different expertise and viewpoints - may not be associated with the same section. With substantiated arguments second mentors can be chosen from another department or faculty only when he or she is part of one of the research groups of Urbanism. The allocation of the second mentor needs to be approved by the master coordinator of Urbanism.
- For all graduation students in the track of Management in the Built Environment the first and second mentor may be associated with the same section but must be from different chairs. However, if the second mentor is selected from a complementary specialism, both mentors may be from the same chair. The complementary specialisms are: building economics, building law, informatics and methods
- For students in the track Landscape Architecture the first mentor must be from the Landscape Architecture section. The second mentor should be selected from a complementary specialism: Architecture, Urbanism or Civil Engineering. The allocation of the second mentor needs to be approved by the Master Coordinator of Landscape Architecture.

All tracks: depending on the subject of the graduation project it is possible to have a second or third mentor from another faculty. This mentor needs to be approved by the Master coordinator of the involved track.

Section 1.3   Evaluations

In the course of the graduation process two obligatory progress reviews (P1 and P3) and three formal assessments (P2, P4 and P5) take place. The P1 and the P2 are part of the Master 3 programme and P3, P4 and P5 take place within the Master 4. All evaluations are to take place within the assigned periods, indicated in the Academic Graduation Calendar (appendix 8). The location of all evaluations must be situated at the TU Delft Campus, or will be held online if due to Covid-19 measures this is necessary.

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          MSc 3                              MSc 4
 ◄-------- 9-20 weeks --------►   ◄--------20 weeks---------►

 ┌──────────┐    ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
 │ P1       │    │ P2       │ │ P3       │ │ P4       │ │ P5       │
 │ Progress │    │ Formal   │ │ Progress │ │ Formal   │ │ Formal as-│
 │ review   │    │ assessment│ │ review   │ │ assessment│ │ sessment  │
 │          │    │          │ │          │ │ Go/ No Go│ │ Public final│
 │          │    │          │ │          │ │          │ │ presentation│
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Section 1.4   Graduation registration and assessment

For all students who are admitted to a Master 3 graduation lab, the Education and Student administration of the Faculty will create a basic digital graduation file. This includes student name, student number, student email address, track and chosen graduation lab. Also the blanc assessment forms for the P1 till P4 evaluations are made available.

It is the responsibility of the main mentor to keep the registration. After each evaluation the filled in assessment form must be sent to the student. A copy of this assessment form is automatically sent at the same time to the other mentors and the delegate of the Board of Examiners.

For coordinators and mentors user manuals for different parts of the graduation registration are available on the start page of the digital registration. Significant changes in the registration system are announced on the start page of the system. For all questions on the digital registration you can contact the Secretariat of Education and Student Affairs.

Section 1.5   Detailed scheme per evaluation

Evaluation 1   P1 - Compulsory progress review

Goal	Assess whether the student's working method and progress guarantee he / she will be able to meet the requirements for the P2 in time
Where	Studio or online if faculty cannot be used for this event.
When	Midway Master 3 (before subscription deadline P2)
Structure	Presentation: minimum 15 minutes and maximum 30 minutes Questions: 15 minutes
Assessors	Main mentor Lab supervisor (optional) Research mentor (optional)
Subjects of assessments	Draft curriculum Planning and progress of graduation process
Method of assessment	Assessment is based on the P1 assessment criteria of the chosen track; the mentor gives the student a positive or negative indication regarding planning and progress of the final project
Method of assessment registration	The assessment is registered on the P1 assessment form; the conclusion is registered on the digital assessment form as well
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and pace

P1 responsibilities	
Preparation	
Action	**Responsible**
Make student file in SharePoint Graduation Registration	Education & Student Affairs
Register students main mentor in Graduation administration	Lab coordinator
Schedule day, time and location and inform student and mentor team Note; do not schedule in P2, P4 or P5 period	Lab coordinator
15 minutes before start presentation: hang drawings of project or design and if necessary install digital presentation	Student (See appendix 1 for the definition for preparations)
The evaluation	
Action	**Responsible**
Present draft curriculum, plan and graduation project	Student (See appendix 1 for the description of required products)
Assess student progress and fill in "P1 assessment form"	Main mentor
Completion	
Action	**Responsible**
Fill in "P1 assessment form", use notes, advise and make agreements and determine and register conclusion: • On schedule – student made enough progress to register for nominal P2 • Not on schedule – student didn't make enough progress for nominal P2	Main mentor
Within 2 days after P1; send the assessment form to the student, with email button on the assessment form	Main mentor

Evaluation 2   P2 - Formal assessment

Goal	Completion of Master 3; assessment students admission to Master 4; the base for passing the P2 should be that the mentor team is convinced that the student will be able to graduate in the semester following the P2 period
Where	If allowed at the faculty: own studio or reserved room by O&S scheduling department, or if not possible at the faculty an online presentation.
When	End of Master 3, in fixed weeks according to the Academic Graduation Calendar
Admission conditions	Enrolment for and admission to the P2 presentation is only possible if students meet the admission requirements below before the final registration date:

- for students in the tracks Architecture, Urbanism and Landscape Architecture, after having obtained all study credits (EC) from Master 1 and 2, with a maximum of 5 credits unfinished. Additional for the Architecture track the MSc 2 course AR2A011 or AR2AT031 must be completed and student must have participated and completed the Research Plan course (AR3A010).
- for students in the track Management in the Built Environment, after having obtained 55 study credits (EC) from Master 1, 2 and 3
- for students in the track Building Technology after having obtained at least 55 credits from Master 1, 2 and 3, including Bucky Lab Design (Master 1), a completed Master 2 project, and the Master 3 SWAT or Earthy studio

Deadline: final registration date P2 according to academic calendar

Language	

- The standard language for graduation and all related documents is English
- At the latest at the P2 registration, the main mentor may decide that, in view of the subject of graduation, it is desirable to write and present in Dutch. This proposal for graduation in Dutch must be submitted to the Board of Examiners by means of a formal written request from the main mentor (with the agreement of the student concerned). The Examination Board will then decide whether to accept the request.
  In addition, it is compulsory that the student makes an English summary in connection with the registration in the TU Delft repository. With regard to the summary, this should at least make clear:
  - which research questions have been prepared?
  - how the research has been conducted, and
  - the conclusion of the research
- If the student wants to do the presentations in Dutch, but produce the research and reports in English during the graduation, this may be decided by the mentors and delegate at the P2. This must be reported to the Board of Examiners Secretariat, so this can be registered. With this choice all graduation documents are written in English

Structure	For each P2 one clock hour is scheduled. Only planned on standard timeslots (see appendix 9) 15 minutes for student's preparation (scheduled) 15 to 20 minutes presentation 10 minutes questions and answers 15 minutes appraisal and announce result Presentation: graduation labs with group work can request the Board of Examiners permission for a structure with partly group and individual presentations; in that case all individual presentations must still be 15 minutes at least

Assessors	Main mentor, second mentor, third mentor (if appointed) and the delegate of the Board of Examiners
Required quorum	Main mentor, one other mentor and the delegate of the Board of Examiners
Subjects of assessment	Graduation plan (see Appendix 2), provisional research (result), provisional design (see Appendix 1 for exact definitions)
Method of assessment	Assessment is based on the P2 assessment criteria of the chosen track; the conclusion of the assessment is: passed, retake or failed
Method of assessment registration	The assessment and conclusion are registered on the P2 assessment form in the digital Graduation Registration
Consequence of assessment	The result of the P2 assessment is passed, failed or retake
Passed	At result "passed", the graduation committee is convinced that the students will be able to graduate within 6 months; The result "passed" is considered to be an interim examination result and has a validity of 1 year.
Retake	At result "retake" the assessors are convinced that a realistic chance exists the student will be able to pass the P2 by making a reparation or additional assignment within 4 weeks. In that case the specific assignment is described at the "notes" at the P2 assessment form. The main mentor agrees a date and time for the retake with the student, the second mentor and the delegate of the Board of Examiners in order to assess the result of the retake. If the P2 reparation assignment is assessed as sufficient, then the final result of the P2 is "passed" and this is registered and if the P2 reparation assignment is assessed as "insufficient", then the final result of the P2 is "failed" and the rule stated under "failed" applies
Failed	If a retake as described above isn't achievable, or the student didn't pass the retake, the student has to retake a complete semester; the result of P2 is "failed" The student has to re-enrol by Enrolment-BK@tudelft.nl for the Master 3 in the same or another graduation laboratory and start again with the graduation project; grades of separate registered Master 3 courses will remain valid

P2 responsibilities	
Preparation	
Action	**Responsible**
Depending whether the department uses Supersaas as tool. If so, use Supersaas to schedule P2's otherwise register in SharePoint the scheduled days and times for the student's P2 evaluations; deadline according Academic Graduation Calendar	Lab coordinator
Register P2 location if in own studio or own reserved room	Lab coordinator
Check whether student meets the admission conditions and register in SharePoint; inform student by email on result admission assessment	Student Administration (SPA-BK) with the secretary of the Board of Examiners
Allocate delegate of the Board of Examiners and register, delegate of the Board of Examiners and substitute in SharePoint	Secretary Education and Student Affairs
Allocate second mentor and register in SharePoint for each student, one month before start P2 period at the latest.	• BT coordinator for A students • MSc 3-4 coordinator for U. • Lab / studio coordinator for LA, MBE and BT students

The appointed mentors must be connected with different chairs / sections (U). Only by exception, and agreed by the Board of Examiners based on a motivated request, two mentors of the same chair / section (U), but different scientific fields may be appointed. Conditions: • two different scientific fields • the motivated request is sent to the Board of Examiners at the P2 registration deadline at the latest • motivation include "why meaningful for this student"	
Schedule P2 for admitted students; scheduled presentations will be part of the course BK-P2 and also the individual Staff Members timetables on My Timetable	Scheduling department
Hand in the graduation plan at the Board of Examiners, main mentor, mentors and delegate of the Board of Examiners at least one week before P2	Student
Read and assess the Graduation plan	Mentors and the delegate of the Board of Examiners
15 minutes before start, hang drawings of project or design and if necessary install digital presentation	Student (See appendix 1 for exact definition for preparations for this evaluation)
Check mentor team composition and sign for approval if agreed on or inform the main mentor if not agreed on. In that case a change in the mentor team must be arranged before the P2.	Master track coordinator

The evaluation	
Action	**Responsible**
Act as chairman	Delegate of the Board of Examiners
Present graduation plan, plan, draft research results and draft of graduation project using digital presentation and/or drawings	Student (See appendix 1 and 2 for exact products for this evaluation)
Questioning the own academic field	All mentors
Evaluate academic level of students presentation and mentors questions	Delegate of the Board of Examiners

The appraisal	
Action	**Responsible**
Act as chairman	Delegate of the Board of Examiners
Determine final judgment	Main mentor, mentors, delegate of the Board of Examiners
Determine if the student must be advised to consult an academic counsellor	Main mentor, mentors, delegate of the Board of Examiners
Fill in P2 assessment form and register the conclusion on the P2 assessment form	Main mentor

Completion	
Action	**Responsible**
Inform the student of assessment and make arrangements for retake if necessary	Main mentor
Complete assessment form with own notes within two workings days	Second mentor, third mentor and delegate of the Board of Examiners
Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P2 in students SPR in Osiris	Student Administration (SPA-BK)

Evaluation 3   P3 - Compulsory progress review

Goal	Survey whether the student's working method and progress guarantee he or she will be able to meet the requirements for the P4 in time
Where	Studio or online if faculty cannot be used for this event.
When	Midway Master 4 (Educational week 7, 8 or 9)
Structure	Presentation: minimum 15 minutes and maximum 30 minutes Questions: 15 minutes
Assessors	Main mentor (compulsory) Second mentor (compulsory) Third mentor (optional if appointed)
Subjects of assessment	Content and progress plan of graduation project, draft reflection
Method of assessment	Assessment is based on the P3 assessment criteria of the chosen track; the mentors give the student a positive or negative indication concerning plan and progress graduation project; also feedback on the draft reflection is given
Method of assessment registration	The assessment and conclusion are registered on the P3 assessment form in the digital Graduation Registration
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and rate

P3 responsibilities	
Preparation	
Action	**Responsible**
Schedule day, time and location and inform student and mentor team. NOTE: Do not schedule in P2, P4 or P5 period	Lab coordinator or studio coordinator (U)
Register scheduled date in digital graduation administration	Lab coordinator or studio coordinator (U)
Hand in draft reflection at main mentor	Student
15 minutes before start evaluation, hang design or project drawing and if necessary install digital presentation	Student (see appendix 1 for exact definition for required products for this evaluation)
At the evaluation	
Action	**Responsible**
Present graduation plan, plan, graduation project and reflection	Student (see appendix 1 for exact description of required products for this evaluation)
Fill in "P3 assessment form", determine conclusion: • On schedule – student made enough progress to register for nominal P4 • Not on schedule – student didn't make enough progress for nominal P4 Register feedback on student's draft reflection	Main mentor
Determine and register if the student should consult the academic counsellor	Main mentor
Document the conclusion on the P3 assessment form	Main mentor

P3 responsibilities (continuation)	
Completion	
Action	**Responsible**
Inform the student of assessment; advice on progress	Main mentor
Check registration at the assessment form; use notes, advise and make agreements	Main mentor
Within 2 days after P3; send the assessment form to the student, with email button on the assessment form	Main mentor

Evaluation 4   P4 - Formal assessment

Goal	Assessment whether content of academic fields and presentation meet the requirements to admit the student to the final public presentation (P5)
Where	Class room, instruction room or lecture hall if activities allowed at the faculty, otherwise online.
When	At fixed weeks according to Academic Graduation Calendar
Admission requirements	Student has finished all educational components with exception of P4 and P5 assessment by application for P4 assessment
Structure	For each P4 one clock hour is scheduled. Only planned on standard timeslots (see appendix 9) 15 minutes for student's preparation (scheduled) Minimum 15 to maximum 30 minutes presentation 15 minutes questions 15 minutes appraisal
Assessors	Main mentor Second mentor Third mentor (if appointed) Delegate of the Board of Examiners
Required quorum	Main mentor One other mentor Delegate of the Board of Examiners
Subjects of assessment	All graduation products / subjects, including the final reflection (See Appendix 3)
Method of assessment	Assessment is based on the P4 assessment criteria of the chosen track; the mentors give the student a positive (GO) or negative (NO-GO) judgment on the graduation project
How is the assessment registered	The assessment and conclusion are registered on the P4 assessment form in the digital Graduation Registration
Supervision	Students are given full supervision during the two semesters of the graduation project; it is generally terminated thereafter. Students who have not taken or passed a P4 evaluation after the second opportunity will be referred by the mentors to the Academic Counsellors to discuss what progress they are making in graduating and any reasons as to why they may be falling behind schedule in their studies.
Consequence of assessment	A positive judgement at P4 (GO) guarantees the student will obtain at least a grade 6 for all academic fields (including all forms of presentation) and also as end mark at the final presentation (P5); If a student fails to meet the requirements the result is a NO GO. In case a student doesn't appear at the P4 evaluation or withdraws in advance, this will be registered as "withdrawal" at the assessment form; this withdrawals and in case the students doesn't apply for a P4 nominal after passing the P2, this will be counted as a NO GO result This applies for every P4 period according to the Academic Graduation Calendar; the mentor assesses whether the student should be referred to a student counsellor; after a second NO GO the student is given a binding advice to consult a student counsellor; the main mentor uses the assessment form, field "Academic counsellor";

Maximum number P4 attempts	After a third P4 possibility the student is basically no longer offered any guidance or supervision. All P4 possibilities counted from the P4 period at the end of the semester following the semester in which the student passed the P2 are taken into account.
Retake	At a result "NO GO" the retake will be held in the next P4 period

P4 responsibilities	
Preparation	
Action	**Responsible**
Arrange with mentors and delegate of the Board of Examiners a preferred date and preferred daypart within the defined P4 period with all involved	Student
Fill in the P4 hard copy application form and collect signatures from all mentors and the delegate of the Board of Examiners; submit the completed form before deadline according to graduation calendar to Servicepunt or Secretariat Education and Student Affairs. Because of the Covid 19 measures student can hand in a digital version of the P4 application form. Instead of the signatures of the mentor team you can add their confirmations by email.	Student
Collect P4 forms at Service point and register P4 applications in the digital graduation registration	Secretary Education and Student Affairs Faculty of Architecture
Check whether student meets the admission requirements; discuss check on admission requirements and check mentor team approval; inform the student on the result of the admission check	Student Administration (SPA-BK) with the Secretary of the Board of Examiners
Schedule P4 Scheduled presentations will be part of the course BK-P4 and also the individual Staff Members timetables on My Timetable	Scheduling department
Send P4 products to mentors and delegate of the Board of Examiners: at least 1 week for P4 date	Student
Send final reflection to Board of Examiners, mentors and delegate of the Board of Examiners: at least 1 week for P4 date	Student
Upload P4 report on Brightspace plagiarism scan at latest one week before P4.	Student
15 minutes before start evaluation, hang design or project drawings and if necessary install digital presentation	Student (see appendix 1 for exact definition for required products for this evaluation)
Assess the result of the similarity report on the students P4 report in Brightspace	Main mentor
The evaluation	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (See appendix 1 for exact description of the products for this evaluation).
Verify title graduation project; the title registered in the digital graduation registration will be on the diploma supplement and in the repository	Main mentor
Questioning the own academic field	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners

P4 responsibilities (continuation)	
The private appraisal	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Determine final judgment	Main mentor, other mentors, delegate of the Board of Examiners
Determine if student is nominated for honourable mention (see section 3.1 for details)	Mentor team
Determine if the student must be advised to consult an academic counsellor	Main mentor, other mentors, delegate of the Board of Examiners
Document the assessment and conclusion on the digital assessment form	Main mentor
If result "Go": determine P5 date and day part and register P5 date in SharePoint	Main mentor, other mentors, delegate of the Board of Examiners
Completion	
Action	**Responsible**
Inform the student of assessment; in case of a Go inform student also on requested P5 day and day part	Main mentor
Fill in own field of P4 assessment form for presence, involved academic fields and own notes within two workings days	Second mentor, third mentor and delegate of the Board of Examiners
Check assessment form and send it to student by email, using the button on the assessment form. In case of a honourable mention hand in text at secretary Board of Examiners	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P4 in students SPR in Osiris	Student Administration (SPA-BK)

Evaluation 5   P5 - Public final presentation

Goal	Public final presentation and assessment graduation project
Where	Class room, instruction room or lecture hall at Faculty of Architecture if activities allowed at the faculty, otherwise online.
When	First P5 period after the P4 period were GO at P4 was obtained
Admission requirements	Student has finished all educational components of the students Master programme with exception of P5 assessment. Student has digitally handed in all required graduation products at TU Delft repository and uploaded the report in the Brightspace plagiarism check; main mentor has taken care of complete registration in the digital graduation file, including registering all assessments and assessed and approved the result of the plagiarism check.
Structure	For each P5 one hour and 45 min. are scheduled. Only planned on standard timeslots (see appendix 9) 15 minutes for student's preparation 30 minutes presentation 15 minutes questions 15 minutes appraisal 15 minutes announcing the results and graduation ceremony
Assessors	Main mentor Second mentor Third mentor (if appointed) Delegate of the Board of Examiners
Required quorum	Main mentor One other mentor Delegate of the Board of Examiners
Subjects of assessment	Research / graduation project (depending on track) and final reflection
Method of assessment	Assessment is based on the P5 assessment criteria of the chosen track; the mentors give the student a mark for all involved academic fields, presentation and an end mark
How the assessment is registered	The assessment and marks are registered on a hard copy form for the student and also on the digital P5 assessment form in SharePoint
Consequence of assessment	All parts should be rewarded with at least the mark 6.0 and the end mark should also be 6.0 or higher; student is graduated and subsequently receives his or her Master diploma

P5 responsibilities	
Preparation	
Action	**Responsible**
Register a preferred date and day part within the defined P5 period with all involved; should be done at P4	Main mentor
Check whether P5 date is registered for all students who passed P4	Secretary Education and Student affairs
Check whether student meets the admission requirements. If yes deliver diploma to ESA BK	Student Administration (SPA-BK) and CSA
Inform student on admission, procedure and P5 obligations	Secretary Education and Student Affairs

P5 responsibilities (continuation)	
Schedule P5 Scheduled presentations will be part of the course BK-P5 and also the individual Staff Members timetables on My Timetable	Scheduling department
Print student's blank P5 mark list	Secretary Education and Student affairs
Collect the diploma, student's P5 mark list on the day of the P5 at Secretariat O&S	Delegate of the Board of Examiners
Determine whether embargo on graduation work is desired. If yes: Apply a request: see Forms.	Student and main mentor
Upload final version of the P5 report on the Brightspace plagiarism check page at latest one week before P5	Student
Assess the outcome of the similarity check on the students report on the Brightspace plagiarism check. Only if that did not result in any irregularities may P5 be held, otherwise the student must first be addressed and improvements made to the report.	Main mentor
Send P5 products to mentors and delegate of the Board of Examiners: at least 1 week for P5 date	Student
Digitally store the graduation project at TU Delft repository at the latest the day after the final presentation; compulsory documents: • Presentation P5 • Thesis / final report • Reflection report • Set of drawings (if applicable) • Poster (compulsory for Urbanism track, optional for other tracks)	Student
15 minutes before start evaluation, hang design or project drawings and if necessary install digital presentation	Student (See appendix 1 for exact definition for required products for this evaluation)
The evaluation	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (see appendix 1 for exact definition for required products for this evaluation)
Questioning the own academic field. Determine whether student improved final project based on remarks made at P4	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners
The appraisal	
Action	**Responsible**
Act as chairperson	Delegate of the Board of Examiners
Fill in the P5 assessment form: Complete with notes to specify the strong and weaker parts.	Main mentor
Determine the mark for all academic fields, presentation and end mark	All mentors and delegate of the Board of Examiners
Register all marks at the P5 assessment form	Main mentor
Register all marks on student's paper mark list	Delegate of the Board of Examiners
Open diploma envelop and determine if student graduated "Cum Laude"	Delegate of the Board of Examiners

P5 responsibilities (continuation)	
If at the P4 the student was nominated for an honourable mention and didn't graduate cum laude, the honourable mention will be handed out together with the diploma (see section 3.1)	Main mentor, other mentors, delegate of the Board of Examiners

Completion	
Action	**Responsible**
Welcome student and public to diploma ceremony	Delegate of the Board of Examiners
Inform the student of assessment results and address on the process, content of graduation project and the method of working	Main mentor
Hand over the paper mark lists to student and if applicable the written honourable mention	Main mentor
Hand out diploma	Delegate of the Board of Examiners
Sign diploma two sided	Student
In case of a (possible) Cum Laude diploma: return extra diploma directly after the P5 to O&S secretary	Delegate of the Board of Examiners
Day after the P5: Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Unsubscribe as TU Delft student, via Studielink • Remember to unsubscribe for TU Delft via Studielink in the month of your graduation. You will be unenrolled from the 1st of the next month. If you do not un-enrol in time you are required to pay tuition fees for another month. Un-enrolling retroactively is not possible. For details and latest update see Unenrolment • Tuition fee refunds Under certain circumstances the tuition fee can be partly refunded. See website Contact Centre	Student
Register P5 results in Osiris	Student Administration (SPA-BK)
After student uploaded graduation documents at TU Delft repository: send diploma supplement to student address	Student Administration (SPA-BK)
Archive students graduation registration	Student Administration (SPA-BK)

Chapter 2.0   Particular circumstances

Quorum at evaluations
A quorum is required for the graduation evaluation to be valid.
Quorum for P2, P4 and P5: main mentor, one other mentor and delegate of the Board of Examiners

- Absence of delegate of the Board of Examiners
  The Board of Examiners appoints delegate of the Board of Examiners and substitute delegate of the Board of Examiners for all evaluations. If the delegate of the Board of Examiners will be unable to attend an evaluation he or she asks the substitute to replace him / her and informs the Secretary of the Board of Examiners on this replacement. The substitute delegate of the Board of Examiners is registered in the digital graduation registration.

- Absence of main mentor or mentor

  Known in advance
  If it is known in advance that the main mentor or other mentor will be unable to attend, a presentation must be held for that mentor prior to the evaluation. The assessment and signature of the mentor concerned must be written down in a letter. This letter must be given to the delegate of the Board of Examiners in a closed envelope. At the appraisal this assessment will be taken into account by the other mentors for determining the final assessment.

  Unexpected absence
  At unexpected absence there will be looked by the main mentor and other present mentors for an exam authorized deputy within the same academic field.
  The Secretariat of the Board of Examiners is also informed by the main mentor or delegate of the Board of Examiners about this absence. The evaluation should preferably be continued and the final assessment should be determined after hearing the absent mentor.
  The determination for a GO / NO GO (P4) or the registration of the marks on the final mark lists (P5) only takes place after consulting the absent mentor by phone. If this isn't possible final judgment at the P4 is postponed, at the P5 a "pass" is registered for the involved academic field. In both cases a meeting with the absent mentor takes place on the shortest possible term, to determine a final conclusion. At doubt or on request of the student, it may be decided that an extra presentation must be held.

Difficulties at the appraisal
It may occur that the appraisal doesn't lead to an assessment. The delegate of the Board of Examiners informs the student on this situation and explains the applied procedure and the corresponding terms. Subsequently he collects the presented products and presents the problem to the chairman of the Board of Examiners. The chairman of the Board of Examiners decides which member of the committee will look after this matter. This member of the Board of Examiners will reconvene the mentor team and the delegate of the Board of Examiners for a reappraisal, which she / he will chair, in which she / he will attempt to achieve consensus. In the event of failing the member of the Board of Examiners will make a final decision.

Chapter 3.0   Special qualifications

Based on the results gained for the courses in the Master programme, including the graduation the student can awarded a cum laude diploma. If a student does not meet the cum laude requirements but has excelled in the graduation phase the graduation committee can decide to award the student with an honourable mention. It is not possible to receive both the cum laude diploma and an honourable mention.

Honourable mention[1]
On intercession of the mentor and approval of the delegate of the Board of Examiners the predicate Honourable Mention may be attached to the examination result. The condition for this is that the examinee achieved some outstanding result within the graduation phase or the student has delivered a special or exceptional performance.

Already at the P4 the graduation committee of the students determines if the student is nominated for an honourable mention. Within a week after the P4 the main mentor hands in the text for the honourable mention at the secretariat of the Board of Examiners. After the text is printed on the TU Delft paper the main mentor and secretary of the Board of Examiners will sign the honourable mention.

The student will only be informed on the Honourable Mention at the diploma ceremony. The written Honourable Mention will be handed over to the student together with the P5 mark list.
In case of particular circumstances or exceptional characteristic an Honourable Mention is only possible after agreement from the Board of Examiners.

Cum Laude[2]
A student may receive the predicate "cum laude" for the Master's degree audit if the Board of Examiners decides to grant this distinction and at least the following requirements have been met:
1. the weighted average of the results of the courses not including the Master final Project must be at least 8,0; passes (v) and exemptions (vr) will not be taken into consideration
2. the number of credits for the courses for which a pass (v) has been earned or for which an exemption (vr) has been granted may not exceed 20,0 credits in total. An exception will be made if the student took an exchange semester and the courses completed abroad were assessed with a pass / fail result. Those courses will not contribute to the 20 EC max.
3. the result for the Master final Project must be at least 8,5
4. the duration of study, that is, the period between the student's enrolment on the programme[3] and his or her taking the final examination, must not exceed the nominal period of study plus one semester, taking into account study-delays based on the "Graduation Support Scheme (RAS)" of TU Delft Profiling Fund Regulations.

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1   The complete system is described in Article 2.32 of the Rules and Regulations of the Exam Committee.
2   The complete system is described in Article 2.31 of the Rules and Regulations of the Exam Committee.

[3] For students admitted to the Master program on basis of the "Zachte Knip" regulation. This period will also count for the Master enrolment period.

Appendix 1   Subjects to be assessed per evaluation

For all tracks
- All products must reflect an academic attitude: evidence based, logical, critical.
- All products must reflect a professional attitude: presented using the appropriate media at appropriate scales.
- At the P5 examination the master thesis report / design will be graded on the subjects of the studio, being the main academic, second (and third) discipline, oral, written and visual presentation. In addition an overall grade will be given.

Note: Consult your mentor for the exact interpretation of the requirements.

Architecture

P1
Design studio
• thematic research
• site analyses
• situational research
Research studio
• thematic research
• draft research
• situational research
P2
Design studio
• graduation plan based on template (see appendix 2)
• urban draft / master plan (on an appropriate scale)
• programme of requirement
• draft design (plans, sections, elevations) 1:500 / 1:200
Research studio
• urban draft / master plan (on an appropriate scale)
• programme of requirement
• draft design (plans, sections, elevations) 1:1000 / 1:500
• graduation plan based on template (see appendix 2)
P3
• draft reflection (see appendix 3)
• plans, facades, cross-sections, 1:200
• part of the building, plan and cross-cut (on an appropriate scale)
• façade fragment with hor. and vert. cross-section (on an appropriate scale)
• set up details
P4
• theoretic and thematic support of research and design
• final reflection on architectonic and social relevance (see appendix 3)
• site 1:5000 / 1:1000
• plan ground level 1:500
• plans elevations, sections 1:200 / 1:100
• part of the building, plan and drawings 1:50
• façade fragment with hor. and vert. cross-section (on an appropriate scale)
• details
P5
Identical to P4

Management in the Built Environment

P1
• Presentation of P1 report with concept research proposition • Draft graduation plan according to template
P2
• Graduation plan based on template (see appendix 2) • Presentation P2 report with: (a) a description of the working method for answering problem statement and re-search questions and (b) report of literature examination.
P3
• Draft reflection (see appendix 3) • Presentation P3 progress report: Which (propositional) conclusions are to be drawn from the (empirical) research and what should be done to successfully complete this process in time • For details see appendix 2
P4
• Presentation P4, final report (=P5 final report 99% completed) • Final reflection based on template (see appendix 3) • Report with appendixes for detailed information. Eventually action plan, computer model, checklist of other tools, published separately and refer to this recognizable and accessible in the final report
P5
• Presentation P5 final report including possible action plan, computer model, checklist of other tools.

Urbanism

P1

• P1 poster presentation
• *if trajectory MSc3 Urbanism:*
  • Graduation Orientation (AR3U105)
  • Graduation Exploration (AR3U110) assignment
• *if trajectory JIP*:
  • JIP report + reflection on graduation project

P2

• Presentation P2
• P2 report including:
  - table of content
  - complementary chapters of the graduation project
• Graduation Plan based on template (see appendix 2)

P3

• P3 presentation
• P3 report including:
  - table of content
  - draft reflection (see appendix 3)
  - complementary chapters of the graduation project

Urbanism (continuation)

P4

• Presentation P4
• P4 report including:
  - table of content
  - final reflection (see appendix 3)
  - complementary chapters of the graduation project
• For the Online museum:
  - 1 representative attractive square image without any text in jpg or png format (max. 10 MB) for the online graduation museum
  - Completed graduation museum form indicating: student name, student number, master program, studio, mentor team, title of the project, abstract of 500 words etc. The link to the form will be distributed via Bright Space or by email.

P5

• Final presentation
• Final report including:
  - table of content
  - final reflection (see appendix 3)
  - complementary chapters of the graduation project
• For the repository:
  - Final report
  - Presentation P5
  - Abstract of max. 500 words
  - List of selected key words (complete list of keywords will be available via Bright Space)

Landscape Architecture*

P1
Project hypothesis, approach and site analysis • Project idea, provisional project title and outline (250-500 words) • First theoretical + methodical structure (based on research goal and questions, start of report) • Start Glossary • Initial site analysis / design • Precedent research and design principles • Time planning project

P2
Diagnosis and concept design • Graduation plan (see appendix 2) • Theoretical framework and methodical structure of report • Results of the site analysis • Elaboration of Glossary • Initial design/concept: experiments, principles, strategy and intervention addressing different scale levels relevant for the project (from detail to region – through scales), models

Landscape Architecture* (continuation)

P3
Elaborated design • Draft reflection (see appendix 3) • Elaborated design in terms of strategy and intervention with plans, sections and 3d models addressing relevant scale levels • Draft report with project hypothesis, approach, analysis, diagnosis and initial description of the design and glossary
P4
Final design • Almost final reflection as part of final report • Provisional final results: design with detailed plans, sections and 3d-models
P5
Public presentation • Final integral report • Public presentation of the project with all kinds of products: plans, sections, 3D models, experiments, films, etc.

*) see the Flowscapes graduation studio guide for detailed information

Building Technology

P1
• Draft graduation plan • Conceptual research/design framework • First literature study results
P2

• Graduation plan according to template (see appendix 2)
• Report* containing:
  - research framework of 5-10 pages. (including methodology)
  - literature survey and desktop research results
• Outline of the design-task, including:
  - context
  - programme of requirements
  - draft design (e.g. Façade; Structure; Detail; System; ..) or concept/outline (in cases where the final design is more dependent on research foundation at this stage of the P2).
  - reference projects

P3
• Draft reflection (see appendix 3) • Design by research or research by design results • Conceptual thesis report • Plan for the remaining graduation timespan
P4

• Final reflection (see appendix 3)
• Final design by research or research by design results including:
  - argued results based on repeating process of generating, selecting and validating of variants
  - argued testing of concept and design to the programme of requirements and preconditions
• Draft final thesis report containing:
  - research results processes
  - conclusions drawn

P5
• Final presentation of the design by research or research by design, see P4 • Final thesis report Final report, see P4 (including executive summary) • Verbal and digital final presentation

* for report structure see guidelines Building Technology graduation studio

Appendix 2   Graduation Plan P2 – All tracks

The graduation plan will be part (additional chapter/appendix) of the written graduation report (please ask your graduation lab coordinator about the format of the written graduation report).

As part of the graduation plan (P2), each graduation plan should also contain at least a short text/answer to the following questions:

Reflection
1. What is the relation between your graduation (project) topic, the studio topic (if applicable), your master track (A,U,BT,LA,MBE), and your master programme (MSc AUBS)?
2. What is the relevance of your graduation work in the larger social, professional and scientific framework.

Click here for the format for the Graduation Plan.

Appendix 3   Reflection P3 and P4 (all tracks)

At the P3 the student has to hand in the draft reflection. The main mentor assesses whether the reflection meets the criteria below and touches upon the below mentioned aspects.

At P4 a final reflection must be included as a distinct part of the written graduation report / thesis (a separate chapter/appendix).

In the reflection the student uses a short substantiated explanation to account for the preliminary results of the research and design in the graduation phase (product, process, planning). The choice of method (how) and argumentation (why) which preceded the research, was a part of your study plan – the reflection must contain an
answer to the question of how and why the approach did or did not work, and to what extent. The aim of the reflection is to look back and see:
-   if your approach worked
-   your understanding on the "how and why"
-   your reflection upon the feedback that was given by your mentors
-   how you have translated the feedback into your work
-   how you've learned from your own work.
Finally, the student has to look ahead and describe how the final part of the graduation period will be filled in.

Depending on the graduation (project) topic, reflection on the following aspects should be included (you may choose in which order; please follow the written instructions of your MSc track / graduation lab wherein the following aspects are integrated). The reflection should be in the form of a text, with diagrams and sketches for purposes of illustration and clarification.

- Aspect 1
  the relationship between research and design.
- Aspect 2
  the relationship between your graduation (project) topic, the studio topic (if applicable), your master track (A,U,BT,LA,MBE), and your master programme (MSc AUBS).
- Aspect 3
  Elaboration on research method and approach chosen by the student in relation to the graduation studio methodical line of inquiry, reflecting thereby upon the scientific relevance of the work.
- Aspect 4
  Elaboration on the relationship between the graduation project and the wider social, professional and scientific framework, touching upon the transferability of the project results.
- Aspect 5
  Discuss the ethical issues and dilemmas you may have encountered in (i) doing the research, (ii, if applicable) elaborating the design and (iii) potential applications of the results in practice.

Appendix 4   Plagiarism scan P4 and P5

The Plagiarism Scan on the Graduation documents is implemented for all Master Architecture, Urbanism and Building Sciences students (all tracks, with exception from Architecture) and Master Geomatics students.

The Plagiarism Scan has been integrated in Brightspace and is used to guarantee the authenticity of student's graduation work at the Faculty of Architecture and the Built Environment. The Ouriginal tool in Brightspace is used for this purpose. The tool will make it easier for the student and mentors to check the work of a student on originality and plagiarism. It is the responsibility of the main mentor to discuss the Ouriginal Plagiarism report of his/her student at his/her P4.

Each student will upload his/her thesis, report or other graduation work with text at the latest one week before the P4 presentation. The mentors and delegates will be enrolled by Education and Student Affairs in the Plagiarism Brightspace course.

The student has the possibility to upload provisional versions of his document as often as he/she wants for plagiarism feedback. This feedback is only meant for the student. The submissions and results in the 'Provisional Version' folder are there just for the student to try things out.

The final version of the P4 document will be submitted in the final version folder of the plagiarism scan. The final submission folder will only allow one submission for each student and the plagiarism feedback will only be visible for mentors. The student will not be able to see his/her score.

After admission to the P4 the student receives detailed instructions by email about how the Plagiarism Scan works.

Assessment of result
It is the responsibility of the main mentor to determine whether the results of the plagiarism scan in the final folder are an indication of actual plagiarism. In all cases, suspicion of plagiarism or not, the mentor should share the findings with the student, the other mentors and the delegate at the P4 assessment.

If there is a suspicion of intentional plagiarism, the mentor should discuss this with the student and notify the Board of Examiners afterwards.

Final plagiarism check on P5 document
Because the student normally will make changes to the report between the P4 and P5, the final report that will be presented at the P5 must also be uploaded in the Brightspace course "Plagiarism scan" and the main mentor will have to evaluate the outcome before the actual P5.

About Ouriginal:
Ouriginal has certain limitations concerning the documents which will be uploaded. The students will be informed about the limitations, the meaning of similarity scores and plagiarism in general after registration for the P4

Appendix 5   Manual delegate of the Board of Examiners

The Board of Examiners has prepared an instruction for the delegate of the Board of Examiners. This document is available for teaching staff and will be sent to all delegates every academic year.

Appendix 6   Reference to official regulations

Subject	Registered at	Article
Graduation project	Teaching and Examination Regulations (TER) of the Master AUBS	Article 1.7, Section 5
Graduation process (end responsibility graduation laboratories, supervision time, guest mentor and guest supervisor, evaluations, structure evaluations)	Teaching and Examination Regulations (TER) of the Master AUBS	Appendix IV
Admission to the graduation phase	Teaching and Examination Regulations (TER) of the Master AUBS	Article 1.7, Section 6
Graduation annotations (TiSD, Entrepreneurship, IE-design and Seismic Architecture, Engineering & BT)	Teaching and Examination Regulations (TER) of the Master AUBS	Appendix V
Appointment of delegate of the Board of Examiners	Rules and Guidelines of the Board of Examiners	Article 2.5, Section 4
Language graduation	Rules and Guidelines of the Board of Examiners	Article 2.7, Section 3
Plagiarism scan	Rules and Guidelines of the Board of Examiners	Article 2.8b
Archiving graduation project and evaluations forms	Rules and Guidelines of the Board of Examiners	Article 2.17, Section 2
Publication graduation work in TU Delft repository	Rules and Guidelines of the Board of Examiners	Article 2.17, Section 5
Possibility for embargo on work in repository	Rules and Guidelines of the Board of Examiners	Article 2.17, Section 6
Master final project	Rules and Guidelines of the Board of Examiners	Article 2.22
Composition of the assessment committee for Master Thesis Project	Rules and Guidelines of the Board of Examiners	Article 2.23
Working method of the assessment committee	Rules and Guidelines of the Board of Examiners	Article 2.24
Official date of Master final project result	Rules and Guidelines of the Board of Examiners	Article 2.25
Pass and fail rules Master AUBS	Rules and Guidelines of the Board of Examiners	Article 2.28
Pass and fail rules governing the Honours Programme Master	Rules and Guidelines of the Board of Examiners	Article 2.29
Pass and fail rules governing annotations	Rules and Guidelines of the Board of Examiners	Article 2.30
The predicate designation "cum laude" for Master's degree audits	Rules and Guidelines of the Board of Examiners	Article 2.31
"Honourable mention"	Rules and Guidelines of the Board of Examiners	Article 2.32
Degree certificate and supplement	Rules and Guidelines of the Board of Examiners	Article 2.33

Appendix 7   Rubric assessment forms

EMMA feedback and assessment tool
Faculty of Architecture and the Built Environment, TU Delft
Augustus 2017

About EMMA
EMMA is a feedback and assessment tool for academic graduation projects of the Faculty of Architecture and the Built Environment. It aims to improve the transparency and justification of our assessments and the feedback students receive during the graduation phase. EMMA provides an overview of all essential aspects, which should be part of design and research projects. At the same time, EMMA enables tracks and studios to clarify the emphasis naturally following from the character of the studio and project at hand. EMMA is meant to be used both as an assessment tool – to clarify the assessment and examine if a student is on track or not; and as a feedback tool – to discuss the project with the student. At the final assessment (P5) EMMA should be used during the deliberation as an extra to check on the marks and the corresponding standard.

General Criteria
All academic graduation projects are evaluated on the content (design and research) and the presentation. Assessment is done using the following general end criteria for these two components:

Design & Research – What is presented will be assessed on coherence, significance, elaboration, correctness and innovativeness[4] – both on main line and on aspects.

Presentation* – What is presented will be assessed on the degree to which it is clear, intelligible, reflective and engaging – both on main line and on aspects.
During the graduation period and on all presentation moments (P1-P5) the assessment is given in relation to whether the student is on track in relation to the end criteria. During the assessment moment P5 the final grade will be determined, using the following tables. The final mark is the average, or may deviate from the average depending on the extent to which the whole does (or not) exceed the sum of its parts, or due other exceptional qualities of the work.

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[4]   Refer to glossary of terms for definitions

P5 Criteria (All Tracks)
During the graduation period and on all presentation moments (P1-P5) the assessment is given in relation to whether the student is on track in relation to the end criteria. During the assessment moment P5 the final grade will be determined, using the following tables.

Design & Research	**P5 Grade**
What is presented displays a minimal level of coherence and significance correctness and elaboration.	6
What is presented is adequately coherent and significant. On the main issues it is correct and complete and on some aspects examined in greater depth.	7
What is presented is coherent and signficant. On the main issues it is correct, thorough and complete. It is on all relevant aspects elaborated in greaer depth or there is a degree of innovation or elegance.	8
What is presented is coherent and significant. It is correct, through, complete and elaboraged on all relevant aspects. It displays a degree of depth and precision and a degree of innovation or elegance.	9
What is presented is coherent, significant and innovative. It is correct, thorough, complete and elaborated on all aspects. It is characterized by great depth, precission and elegance.	10

Presentation	**P5 Grade**
The presentation displays a minimal level of clarity, intelligibility and reflection.	6
The presentation is sufficiently clear and intelligible. It explains the main line and some aspects with sufficient presentational means. There is some argumentation and reflection. As listener you are more or less engaged by it.	7
The presentations is clear, intelligible and elegant. It explains the main line and aspects with relevant presentation means. There is argumentation and reflection. As listener you are engaged by it.	8
The presentations is clear, intelligible and elegant. It explains the main line and aspects with a complete set of relevant presentational means. There is good argumentation and reflection. As listener you are really engaged by it.	9
The presentations is clear, intelligible and elegant. It explains the main line and aspects with a complete set of presentatonal means characterized by accuracy and precision. There is profound argumentation and reflection, also in the sense of positioning in a broader context. As listener yu are really engaged by it.	10

Final grade
The final grade is the average, or may deviate from the average depending on the extent to which the whole does (or not) exceed the sum of its parts, or due other exceptional qualities of the work.

Assessment P1-P4 (All Tracks)

P	DESIGN & RESEARCH:	Assessment	Result	
P1	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is promising.	😊	
		In what is presented issues are still missing	😐	
P2	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is sufficient to go on.	Passed	
		What is presented is insufficient on this moment. However this can be solved in some weeks.	Retake	
		What is presented is insufficient to go on.	Failed	
P3	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	That what is presented is on track.	😊	
		In what is presented issues are still missing.	😐	
P4	Regarding to the end-criterion: "What is presented, will be assessed on coherence, significance, elaboration, correctness and innovativeness – both on main line and on aspects."	What is presented is sufficient or more than sufficient in all disciplines.	Go	
		What is presented is insufficient in one or more disciplines.	No Go	
		The student has withdrawn from P4.	Withdrawal	

Feedback P1-P4 (All Tracks)

During the graduation period and on all presentation moments (P1-P5) the feedback is given in relation to whether the student is on track in relation to the end criteria. The feedback to the student on what aspects are missing on the specific assessment is divided in three types of tables:
1. All tracks have a general table with detailed aspects for the design and research.
2. All tracks have a general table with detailed aspects for the research paper.
3. All tracks have a track-specific table with additional aspects for the design.

1. Design and Research	
Design & Research aspects You have to pay extra attention to presence, development and profoundness of:	**Check box if applicable**
Coherence: internal consistency, integration, essence, concept	
Significance: ethical, socio-cultural and/or scientific relevance, value, meaning	
Elaboration: extensiveness, degree of detail of all aspects	
Correctness: accuracy, efficacy, and evidence-based	
Innovativeness: personal interpretation, creativity, new, unexpected, unique situation	
Knowledge and know-how: effective study and use, processing of precedents and principles	
Exploration: openness, discovering and investigation, analysis and testing	
Reflection: careful consideration, evaluation, effects, comparing and positioning	
Presentation: clarity, intelligibility, reflection and being engaged by it as a listener	

2. Research Paper	
Research Paper aspects You have to pay extra attention to the development of your research with respect to:	**Check box if applicable**
Coherence: internal consistency, integration, essence, concept	
Problem statement and research question: formulation objective context, main and sub-questions and theoretical scope problem	
Research method: description and appropriateness of research method(s)	
Results: outcomes research, order, formulation and processing all relevant data	
Conclusion: direct answer on research question(s)	
Discussion: reflection on research method, data and answer in a broader context, such as position in society or academic debate and possible relation with design	

3. Track specific aspects of design		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
ARCHITECTURE	**Spatial aspects**: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass	
	Functional aspects: such as programme, requirements, order and circulation, dimensions and physical conditions	
	Material and technical aspects: such as material, detailing, physics, structure, construction and climate design	
	Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation	
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	

3. Track specific aspects of design		
	Design track specific aspects You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
BUILDING TECHNOLOG	**Technical aspects**: such as materiality, detailing, physics, structure and façade and roof design, climate design, including calculations	
	Aesthetical aspects such as space, composition, light, texture, colour, shape and mass	
	Functional aspects: such as programme, requirements, order, dimensions and physical conditions	
	Contextual aspects: such as building (component) and context (site), response to the surroundings in shape, composition and function	
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	

3. Track specific aspects of design		
LANDSCAPE ARCHITECTURE	**Design track specific aspects** You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Spatial aspects: such as composition and systems, designing through scales, experiencing space, circulations and sensorial aspects	
	Contextual and environmental aspects such as site-specificity, process, ecology, climate design, metabolism and response to the surroundings in shape, composition and mass	
	Functional aspects: such as programme, requirements, order and circulation, physical dimensions: soil, wind, temperature, etc., and geomorphology conditions	
	Material and time aspects: such as flora and fauna, soil and water, process o growth and succession, temporality and detailing	
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	

3. Track specific aspects of design		
URBANISM	**Design track specific aspects** You have to pay extra attention to development of your research with respect to:	**Check box if applicable**
	Spatial aspects: such as composition of structure and space, landscapes, networks and systems, material and atmosphere, time and transformations, relations between scales	
	Environmental aspects such as environmental conditions urban metabolism, climate adaption, water management and ecology	
	Strategic (planning) aspects: such as planning systems and cultures, governance, political situation, decision making process, stakeholders	
	Functional and technological aspects: such as land-use, programme, requirements, accessibility and connectivity, 'new technologies'	
	Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability	

EMMA Glossary of Terms

Coherence	The product is consistent. It is the degree of internal integration of the end product, to what extent main line and elaboration of all aspects form a consistent whole. It is a quality, concept or essence, in the sense of the sum being more than all its aspects.
Significance	Relevance, well-argued, meaning. It has quality and value in relation to a wider context. It is deepening a focus, a design vision or research question in relation to the professional, scientific, 'design, historical, philosophical, ethical and / or socio-cultural context.
Elaboration	Development, fleshing out, extensiveness. It addresses a relevant number of aspects and the degree to which they are resolved. It is the extent to which both detail aspects and main line are worked out, also in relation to each other.
Correctness	Accuracy, efficacy, and evidence-based. The information, facts and deployed design / research techniques and tools are adequate. They are based on or emerging from accepted (professional) knowledge and know-how, and they make sense in relation to each other. Innovative methods and new knowledge developed or applied in the project must be grounded and substantiated either empirically or theoretically.
Innovativeness	Imaginativeness. Transcending the design task through creativity, original contribution, personal interpretation Holding the attention or interest through enrichment or / and excellence. Design and research products vary in this respect from coming up with a 'craftsman's piece of work' in a specific, unique, complex, vague and open-ended situation to an innovative aspect or artefact, in the sense of surprising and unfamiliar combinations and unexpected ideas.
Knowledge and know-how	All kind of professional well-established knowledge and experience, in the form of theory, principles, patterns and tools. It is effective precedent study, interpretation and processing to come up with a qualitative good product in a specific unique situation at hand. In the end the product itself enriches the professional culture of knowledge and know-how.
Exploration	Studying, generating alternatives, testing, trial-and-error, trial-and-reflection. It includes the whole palette of overseeing from different perspectives, thinking out of the box, investigating knowledge and new developments, learning about an issue at hand by experimenting.
Reflection	Careful consideration, arguing, thinking thoroughly and critically. Observation, comparison, evaluation, valuing, and positioning aspects in relation to each other and in a broader context. Reflection takes place on different scales: on making decisions as part of the process of coming up with a design or research product, on the personal way of working and on positioning the product in relation to a broader professional, scientific, ethical, historical, philosophical, social, cultural context.
Presentation	Explanation and reflection on all relevant issues, regarding main line (focus, significance and innovativeness) and all relevant aspects of design / research products (elaboration and correctness).
	Aspects are: clarity of structure, readability of text, drawings and schemes, appropriateness of reasoning and arguments, positioning your personal way of working and design/research product in relation to a broader professional, scientific, historical, philosophical, socio-cultural context.
	Including the use of adequate presentational means:
	- to express the aspects and scale levels of the design product: a set of different, complementary means, such as 2- and 3-dimensional sketches, spatial, functional and technical drawings on all relevant scales (such as perspectives, plans, sections, facades, details), models and oral text.
	- to express the research product: oral and written text, schemes, tables and drawings to illustrate.

Emphasis Tracks and Studios

Track Architecture
Per studio: delete as appropriate; check max. 2 aspects per studio
Regarding the design aspects in this graduation studio all aspects are equally important / specific attention will be on:
☐ Spatial aspects: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass
☐ Functional aspects: such as programme, requirements, order and circulation, dimensions and physical conditions
☐ Material and technical aspects: such as material, detailing, physics, structure, construction, and climate design
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation
☐ Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability

STUDIO

Architecture and Dwelling
Focus on the relationship between housing and urban context, on the architectural design of our everyday living environment and housing.
Topical issues include flexibility, transformation, high density building schemes, and sustainability.
☐ Spatial aspects: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation

Architectural Engineering
Focus on new technologies as inspiration, contribution to the architectural design and improving social issues.
Focus areas are digital manufacturing, product design, material research, circular economy design, building, physics, structural mechanics and computational modelling.
☐ Functional aspects: such as programme, requirements, order and circulation, dimensions and physical conditions
☐ Material and technical aspects: such as material, detailing, physics, structure, construction, and climate design

Architecture and Public Building
Focus on public spaces in the city and society, emphasizing three facets of architectural design: position, composition, and actualization.
Processes of modernisation and change in the design of public buildings and spaces, confronting urgent public needs and challenges, and discovering new rationalities of architecture.
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation
☐ Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability

Complex Projects
Focus on renewing cities by large projects.
Giving the ambiguity and globalization of the world, gathering, organizing, and questioning the complex forces that ultimately manifest themselves into our built environment and on operating within many different scales and cultural context.
☐ Functional aspects: such as programme, requirements, order and circulation, dimensions and physical conditions
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation

Heritage & Architecture
Focus on redesign of architectural heritage, on transformation of cities and buildings, balancing between the old and the new.
Concerned with preservation and renewal in existing architecture and values related to architectural history and current questions on sustainability.
☐ Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability
☐ Material and technical aspects: such as material, detailing, physics, structure, construction, and climate design

Interiors Buildings Cities
Focus on detailed consideration of the rooms and spaces we individually and collectively inhabit, as contiguous parts of both the larger spatial and tectonic order of a building and the urban condition in which it is situated.
Exploring territories that range from the extended interior to the intimate city.
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation
☐ Spatial aspects: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass

Methods and Analysis
Focus on pioneering ways to analyse, understand and intervene in the built environment, 'other ways of doing', more informed, cultured and engaged methods of thinking and practicing architecture
Questioning today's rapid changes, the late-capitalist economy of unlimited growth and ever accelerating flows and the increasing dynamism of contemporary societies and cultures.
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation
☐ Socio-cultural aspects: such as socio-cultural, ethical, historical, philosophical, economical aspects – in particular sustainability

Explore Lab
The focus is on a personal, unique fascination, in formulating this 'obsessive' interest in a specific research question and design project and in elaborating these research and design question into a research and design project.

Architectural Design Crossovers
Architectural Design Crossovers explores how architectural design can enclose ideas and experiments while simultaneously balancing several heterogeneous components and entities. The focus of the studio is on urban areas and conditions that are characterized by a variety of challenges.
The graduation studio examines the urban environment from the point of view of urban heterogeneity where the emergent urban issues demand a novel approach to the architectural project. The studio explores these complexities to reach beyond the material conditions of a site where a multidisciplinary approach is needed for future-proof and novel design solutions.

Borders and Territories
Borders & Territories provides the environment necessary for students to pursue in-depth architectural investigations, while simultaneously encouraging a critical reflection upon the contemporary questions of the discipline. The studios adopt a broad view towards the notion of 'architectural design', with a strong emphasis on process-oriented (in contrast to goal-oriented) investigations. By tracing and mapping contemporary spatial conditions, the studios attempt to include adjacent, alternative and peripheral ideas into the design project.
The graduation studio will investigate an array of spatial transformations where different regimes of spatial planning, (inter-)continental infrastructural projects, political (dis-)agreements, border tensions, global capitalism, extra-state utopias and the like, will be re-formatting the territorial and urban landscapes .

Urban Architecture
Urban Architecture focuses on the position of the building relative to existing structures, its role in delineating private, public and collective realms, the city's different scales and material relationships.

In the graduation studio the the central topic is how to settle undecided urban design issues with the strategic insertion of a building while reshaping the urban realm.

Transitional Territories
Focus on how (water) safety, new cohesions, identity and values can be combined in innovative spatial designs.
Emphasis on the agency of spatial interventions in the production of territories, on the traces that are drew in the landscape forming a narrative of space occupancy over time.
☐ Spatial aspects: such as experiencing space, by circulation, composition, light, texture, colour, shape and mass
☐ Contextual aspects: such as site, response to the surroundings in shape, composition, mass, function and circulation

Veldacademie
Focus on the complex social-economic issues and degradation that many districts in European cities face.
The emphasis is on present-day issues, relevant for the city of Rotterdam, and interaction with inhabitants, municipality, housing corporations, real estate developers and other stake holders.

Track Building Technology
Focus on innovation and sustainability.
Structural design, facade & product design, climate design and design informatics, how to contribute to smart buildings (and built environments) that are sustainable, comfortable and environmentally intelligent.

Track Urbanism
Focus on the Dutch tradition of combining urban design, landscape architecture and spatial planning.
Projects, integrating social, cultural, economic and political perspectives with the natural and man-made conditions of the site in order to shape and plan for more sustainable development.

Track Landscape Architecture
Focus on the historical continuity of landscape as process of time and flows.
Specific context-related design projects, in which knowledge from spatial design, ecology, civil engineering, art and social sciences is synthesized into coherent multi-scale design proposals.

Track Management in the Built Environment
Focus on the managerial dimension and processes of the built environment and the construction industry.
Research, how to manage the urban development and construction processes so as to guide the many stakeholders to achieve high quality and financially rewarding development.

Appendix 8   Graduation Calendar

Academic Graduation Calendar 2021 / 2022

Autumn semester

Calendar Week	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1		2	3	4
Teaching week	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	2.1	2.2	2.3	2.4	2.5	2.6	2.7	— —	— —		2.8	2.9	2.10

	Aug.	Sept.				Oct.				Nov.					Dec.				Jan.				
Mon	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3		10	17	24
Tues	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4		11	18	25
Wed	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5		12	19	26
Thurs	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6		13	20	27
Fri	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7		14	21	28

Spring semester

Calendar Week	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Teaching week	— —	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	3.10	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	4.10	5.1

	Jan.	Feb.				Mar.				Apr.				May					June			
Mon	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
Tues	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Wed	2	9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Thurs	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Fri	4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1

Summer period

Calendar Week	27	28	29	30	31	32	33	34
Summer period	5.2	5.3	5.4	5.5	5.6	5.7	5.8	5.9

	July				Aug.			
Mon	4	11	18	25	1	8	15	22
Tues	5	12	19	26	2	9	16	23
Wed	6	13	20	27	3	10	17	24
Thurs	7	14	21	28	4	11	18	25
Fri	8	15	22	29	5	12	19	26

Public Holidays	
Christmas period	: Dec. 27 up and until Jan. 7
Spring Break	: Jan. 31 up and until Febr. 4
Good Friday	: April 15
Easter	: April 17 and 18
Kings Day	: April 27
Liberation Day	: May 5
Ascension Day	: May 26 (and 27 free)
Whit Monday	: June 6

(yellow) Final registration dates for P2
(green) Final application dates for P4: go / no-go
(cyan) P5 date and final application date for next P4 period: go / no-go
(magenta) Last date P4 and also final application dates for P5: Public Final Presentations
Public final presentations takes place in the period immediately after the prior P4: go / no-go period

(grey) Education
(dark grey) No regular education
P2: Dates presentations: 17 Jan. up and until 28 Jan., 7 June up and until 10 June
(blue) P4: Dates go / no-go assesments: 20 Sept. up and until 1 Oct., 29 Nov. up and until 10 Dec., 28 Feb. up and until 11 Mar., 12 May up and until 25 May
(orange) P5: Dates final public presentations: 25 Oct. up and until 5 Nov., 10 Jan. up and until 14 Jan., 4 Apr. up and until 14 Apr., 13 June up and until 1 July

Appendix 9   Standard time slots for presentations (P2, P4 and P5)

Timetable P2

08:45 – 09:45
09:45 – 10:45
10:45 – 11:45
11:45 – 12:45

Break

13:45 – 14:45
14:45 – 15:45
15:45 – 16:45
16:45 – 17:45

Timetable P4
(first 15 minutes is for the student to prepare)

09:00 – 10:15
10:15 – 11:30
11:30 – 12:45

Break

13:15 – 14:30
14:30 – 15:45
15:45 – 17:00
17:00 – 18:15

Timetable P5
(first 15 minutes is for the student to prepare)

08:45 – 10:30
10:45 – 12:30
12:45 – 14:30
14:45 – 16:30
16:45 – 18:30