

Procedure handing in a graduation agreement

The following guidelines are to be followed by the students starting their graduation process from now on:

1. The student offers the TU Delft graduation agreement to the company. This agreement is compliant with the respective laws and regulations. If the company accepts the agreement, all parties can proceed with filling in the form.
2. If the company doesn't accept the TU Delft graduation agreement, the student cannot proceed with his/her graduation at this company. If the student signs a contract with the company on his/her own initiative, this is not regarded as a graduation agreement but rather as an employment contract.

The procedure is as follows:

1. A graduation project at a Company **first** requires approval of the thesis supervisor from TU Delft on the content of the graduation project **before** a student can start executing the graduation project at the Company: The thesis supervisor from TU Delft and the Company shall cooperate to create a graduation project qualifying for graduation at TU Delft.
2. Student and company supervisor fill in and sign the graduation agreement;
3. The student will email the graduation agreement and the appendix (approved description of the graduation project) to Legal Service;
4. Legal Service verifies if the agreement is the TU Delft standard graduation agreement and delivers it to the Dean. The Dean signs the graduation agreement;
5. The student receives the agreement, signed by the Dean, by email.

Following a list of contact persons at the Legal Services. Send your signed graduation agreement to the contact person of your program for approval.

Please Note: DO NOT email your agreement directly to the Dean.

MSc Program	Track	Contact person
MSc CIE	Transport and Planning	S.A.K.M.vanderHolst@tudelft.nl
MSc CIE	Water Management	M.F.A.Zuijdendorp@tudelft.nl
MSc CIE	Structural Engineering	L.M.Janssen@tudelft.nl
MSc CIE	Building Engineering	L.M.Janssen@tudelft.nl
MSc CIE	Hydraulic Engineering	M.F.A.Zuijdendorp@tudelft.nl
MSc CIE & MSc AES	Environmental Engineering	M.F.A.Zuijdendorp@tudelft.nl
MSc CIE & MSc AES	Geo Engineering	L.M.Janssen@tudelft.nl
MSc CIE & MSc AES	Geoscience and Remote Sensing	S.A.K.M.vanderHolst@tudelft.nl
MSc AES	Geo-Energy Engineering	L.M.Janssen@tudelft.nl
MSc CME	N/A	L.M.Janssen@tudelft.nl
MSc TIL	N/A	S.A.K.M.vanderHolst@tudelft.nl