



Chair and mentor support, supervise and assess process + results.

**CHAIR & MENTOR**

**Action Items**

Student prepares and executes the project.

**STUDENT**

**PRIOR TO GRADUATION PROJECT**

Supervisory team composed? Is there agreement on the Project Brief? Are all legal issues with possible third parties (contract, IP, confidentiality) settled?

**KICK-OFF**

Start of the GP, meeting with the full supervisory team. Last opportunity to get the Project Brief signed by the chair.

**MIDTERM EVALUATION**

Formal assessment, in which student is given a Continue, Adjust or Discontinue, based on the progress made so far (Midterm form).

**GREEN LIGHT**

Formal assessment to judge if student can successfully finish the project within the next 20 days.

**GRADUATION**

Public presentation of the project by the student, final assessment and project evaluation.



Agree on, and sign Project Brief (by chair).

Agree on roles, responsibilities, process, and expectations.

Evaluate the student's self-evaluation, and award a Continue, Adjust or Discontinue.

Decide on Green Light. When awarded, forward accomplishment master courses message to departmental secretariat.

Prepare assessment prior to graduation. Evaluate Graduation Project with student and award degree.

Prepare project by composing a supervisory team, and searching for, or creating a graduation assignment.

Write a Project Brief using the template.

Discuss and agree on the Project Brief with the different stakeholders. Hand-in the signed Project Brief at the departmental secretariat.

Plan Kick-off meeting.

Last opportunity to agree on the Project Brief, and get it signed by the chair.

Agree on roles, responsibilities, process, and expectations.

Schedule important meetings with chair and mentor:  
 - Midterm (+/- workday 40)  
 - Green Light (+/- workday 80)  
 - Graduation (+/- workday 100)

Prior to meeting:  
 Prepare by using the Midterm evaluation form. Hand-in prior to the meeting.

At meeting:  
 Discuss feedback given by the mentor and chair.

Adapt to the outcomes of the meeting (Continue, Adjust or Discontinue)

Submit signed Midterm evaluation form to Brightspace.

1 week prior to meeting:  
 Request accomplishment master courses declaration, and send 80% version of your final thesis to your supervisors.

At meeting:  
 Present your project and discuss feedback of the supervisors.

If Green Light is provided: confirm graduation date, agree on showcase, deliverables and embargo. Book a room via the secretariat.  
 If not: Plan new Green Light meeting (+/- 4 weeks later)

1 week prior to graduation day:  
 Submit report, showcase and confidential appendix report (when applicable) to supervisory team. Upload deliverables to TUDelft repository.

Prepare public presentation.

At graduation day:  
 Give a public presentation, and lead Q&A session. Join evaluation session with your supervisors, who will share the final mark with you. In presence of the audience, the MSc degree will be awarded.

