

Dear student,

Your chair has informed us, you have been granted Green Light. Congratulations! You are almost finished with your MSc programme and close to becoming a Master of Science in the field of Industrial Design Engineering.

Next to finishing your graduation project, deliverables and presentation, you also have to take some (obligatory) administrative steps before you can graduate. In this letter we inform you about these steps.

Note: As these steps are also described in the Graduation Manual for students (August 2016) you might run into some differences; Please, consider the steps described **in this letter as leading**, since the manual hasn't been updated recently.

Step 1

Immediately fill in:

1. Form 'IDE Master Electives List – 18 ec. List, which elective courses you want to be part of your exam programme (minimum of 18 EC). The courses on this list will be recorded on your diploma supplement and will be taken into account when calculating the average grade of your courses (in order to determine if your average grade is enough to be qualified for cum laude). This list will be checked by the TU Delft Education Service Centre (ESC).
2. In case you are doing the TU Delft Annotation Entrepreneurship or TiSD (Technology in Sustainable Development), please fill in the form 'Annotation Approval Entrepreneurship' or 'Annotation Approval TiSD'.

All forms are to be found in the IDE Student Portal -> MSc Graduation -> [Downloads](#) -> MSc Graduation Project of 33 EC

The filled in forms can be scanned and sent to spa-io@tudelft.nl, or handed in at the IDE Service Desk.

Step 2

Ultimately one week before your graduation date:

1. Upload your graduation deliverables to the TU Delft Repository for scientific publication.
2. Hand in your graduation deliverables to your chair and mentor(s) as hard copies (if not agreed upon differently).

For more information about the graduation deliverables: see the Graduation Manual.

For instructions regarding uploading your graduation deliverables in the Repository: see the IDE Student portal -> MSc Graduation -> Downloads -> 'Delft Repository: Information and Instructions for uploading graduation deliverables'.

Remark: When uploading, you are asked to fill in the names of your supervisory team. Fill in the name of your chair and select 'Supervisor 1', fill in the name of the TUDelft mentor and select 'Supervisor 2', fill in (if applicable) the name of your company mentor and select 'coach'.

Only if you have met all the above mentioned conditions, your master diploma will be released.

Finally, I would like to draw your attention to the following points:

- Make sure, that your registration as a TU Delft student will be ended in time. Go to the [TU Delft Student Portal](#) to find the information about un-enrolment.
- If you want, during or after your graduation session, to have some beverages and/or snacks, you can make arrangements via the university catering services (at own expense).

Hopefully all information is clear. If you have any questions, please do not hesitate to contact Graduation Support (graduationsupport-io@tudelft.nl) or Manon Borgstijn (M.M.Borgstijn@tudelft.nl), both of the department E&SA.

Good luck with finishing your graduation project, and I hope you will enjoy your graduation day.

Kind regards,

Mw. Drs. Ellen D. Bos
Head of the department E&SA