

# Administrative Procedure

## Master Aerospace Engineering

Information about the Thesis Project can be found on the AE-airport > MSc > Thesis ([www.lr.tudelft.nl/ae-airport](http://www.lr.tudelft.nl/ae-airport)) and on the Brightspace organization AE Master Thesis.

Please check the AE Airport > Master > Thesis for information about the different graduation forms (AE 2 and 3)

Before starting your Masters	
Master Application	Application for Track & Profile Master AE <b>Deadlines 1 May</b> (start September) and <b>1 December</b> (start February)
<b>As soon as possible:</b>	
Course registration Master AE	Complete the form " <b>Course registration Master AE</b> ". The SSC-E&SA will process the examination programme in Osiris after approval of the track coordinator. <i>Note: students of the ASM track perform this step later during the academic year</i>
<b>Before starting the Thesis:</b>	
Thesis Kick-off Form (AE-2)	When you start your Thesis Project, fill out the form <b>Thesis Kick Off form (AE-2)</b> and send this form to the SSC-E&SA. The SSC-E&SA will check the courses completed and will send a confirmation email (with a cc to Track coordinator and First Supervisor)
<b>No later than 20 working days prior to the presentation:</b>	
Permission to Defend Form (AE-3a)	<ul style="list-style-type: none"> <li>Fill out the "<b>Permission to Defend Form (AE-3a)</b>" and send this to the SSC-E&amp;SA.</li> <li>The SSC-E&amp;SA will check the application (completion courses including the assessment committee). In case the student does not comply with the requirements, the student will be informed by e-mail.</li> <li>The SSC-E&amp;SA will acknowledge the received application by e-mail to student with a copy to the secretary of the chair of assessment committee</li> </ul>
Form MSc Diploma Application (AE-3b)	<ul style="list-style-type: none"> <li>Fill out the "<b>Form Application MSc degree/diploma (AE-3b)</b>" send this to the SSC-E&amp;SA after the permission to defend has been granted and <b>No later than 20 working days prior to the presentation.</b></li> <li>The E&amp;SA will send a confirmation mail.</li> <li>At least 5 working days prior to the Graduation date the administrative requirements need to be complete.</li> <li>Upload your final thesis in the <b>Thesis Plagiarism checker</b> and in the Repository (<a href="http://pure.tudelft.nl/admin">pure.tudelft.nl/admin</a>)</li> </ul>
Form Room Reservations MSc (AE-3C)	<ul style="list-style-type: none"> <li>Fill out the "<b>Room reservations MSc form (AE-3c)</b>" and send this to the service desk <b>at least 10 working days</b> prior to the Graduation date. You can best reserve a room as soon as possible.</li> <li>The Service desk confirms the room reservations to the student and the secretary of the chairperson of the assessment committee.</li> </ul>
<b>After the Presentation:</b>	
	<ul style="list-style-type: none"> <li>The chair of the Assessment Committee will submit the grade of the Master Thesis (assessment form) including the Rubrics form to the SSC E&amp;SA.</li> <li>The SSC-E&amp;SA will register this grade in Osiris.</li> <li>The SSC-E&amp;SA will archive the forms digital.</li> <li>The SSC-E&amp;SA will e-mail the student stating the completion of the master including the date of the graduation ceremony.</li> </ul>

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	<p><b>Unenrollment</b></p> <p>If you no longer wish to be enrolled for your study program(s) at the TU Delft, you should un-enroll yourself through your Studielink account (<a href="http://www.studielink.nl">www.studielink.nl</a>). <b>Deregister during the month of graduation.</b></p> <p>With regards to health insurance, visa and housing accommodation, non-EU students should visit the desk of the International Office (Jaffalaan 9a) on Tuesday or Thursday between 12.30 till 13.00 hrs. For more information or questions about un-enrolment and/or restitution please visit <a href="http://www.csa.tudelft.nl">www.csa.tudelft.nl</a> or contact <a href="mailto:CSA@TUDelft.nl">CSA@TUDelft.nl</a>.</p>
<b>Diploma and diploma supplement</b>	
	The diploma will be handed out during the official ceremony at the faculty. The diploma supplement will be sent by SSC-E&SA.

### Changes in programme:

<b>Change Form (AE-4)</b>	Changes in the examination programme and the composition of the Assessment Committee have to be approved by the Track coordinator as soon as possible using the " <b>Form for changes in the MSc Programme (AE-4)</b> "
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Address SSC-E&SA AE: Jaffalaan 9a, 2628 BX Delft ([SPA-LR@tudelft.nl](mailto:SPA-LR@tudelft.nl)).

<p>Regarding the Master Thesis it is also important to observe what is laid down in the <b>Rules and Guidelines Board of Examiners Aerospace Engineering:</b></p> <p>Article 26      Master Thesis Project</p> <p>Article 27      Composition of the assessment committee for the Master Thesis Project</p> <p>Article 28      Working method of the assessment committee.</p> <p><b>All regulation can be found on the AE Airport &gt; Master &gt; Regulations MSc</b></p> <p><a href="http://www.lr.tudelft.nl/ae-airport">www.lr.tudelft.nl/ae-airport</a></p>
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