

# MSc Room Reservation Form (AE-3c) Master Aerospace Engineering



*This form must be submitted at least 10 working days prior to the date of the final presentation of the Master Thesis. You can best reserve a room as soon as possible.*

Only fully completed digital forms can be taken into account. Please send this form to [servicedesk-ae@tudelft.nl](mailto:servicedesk-ae@tudelft.nl)

The student sets a date together with the Daily Supervisor and the Secretary of the Chair of the Assessment Committee. The student asks the Service desk for available rooms and after the reservation is confirmed they fill out this form. The room for defence will be decided in collaboration with the secretary and daily supervisor.

The Service desk confirms the room reservations to the student and secretary of the chairperson of the assessment committee.

Name student:

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Study number:

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Telephone number:

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Contact person on the day of graduation:

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Telephone number on the day of graduation:

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MSc Track:

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Profile:

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Thesis Title:

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Thesis Abstract (max 150 words):

Department chair assessment committee:

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Email address Secretary chair:

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Daily Supervisor:

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Graduation Date:

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The graduation will take place from: \_\_\_\_\_ until: \_\_\_\_\_

Please make a reservation of 4 hours in total (this includes the (1) presentation, (2) defence & assessment, and (3) graduation ceremony).

1. Presentation session

Location: \_\_\_\_\_

The location for this session will be reserved for the first 2 hrs.

The presentation starts 15 minutes after the last booking and audio visuals are available.

2. Defence and Assessment

Location: \_\_\_\_\_

The location for this session will be decided in collaboration with the secretary and daily supervisor.

3. Graduation session

Location: \_\_\_\_\_

The location for this session will be reserved for the consecutive 2 hrs.

Expected number of guests\*: \_\_\_\_\_

\*When students from **ASM, Aero, WE and EWEM** expect fewer than 15 guests, a room reservation is **not necessary**. In that case, please arrange a room with the secretary of the chair.

Students of the tracks FPP, Space and C&O should always reserve a graduation room.

Note: please don't forget to upload your thesis in the Thesis Plagiarism checker and in the Repository ([pure.tudelft.nl/admin](http://pure.tudelft.nl/admin))