

Masters 3mE Graduation Procedure

Rules and guidelines for the MSc programme and the taking of the MSc examination.

1. Registering for the MSc study programme/Track/Specialisation

- a. The student must register through www.studielink.nl for a Masters study programme and a Mastertrack (only at ME and MT).
- b. The Faculty of 3mE's Board of Examiners (BoEx) has primary responsibility, after the intercession of the Thesis Professor.
- c. The student must hand in the original combination of modules to the 3mE Service Desk before the start of the 2nd semester. This form must be signed by the Thesis Professor (or the Masters Coordinator) of the Master(track) and by the student.
- d. The final approval of the combination of modules and the checking of the formal requirements will be undertaken by the BoEx. The list of subjects will then be entered into Osiris after which the student's so-called Study Progress Report will be generated. This provides the Masters Coordinator, the BoEx and the student with insight into the student's progress. If the subject list is not approved, the administrative department will contact the student. See [form²](#)
- e. Deviations from the formal requirements must be approved in writing by the BoEx.
- f. Modifying compulsory and elective modules is only permitted after the BoEx's approval. See [form³](#)
- g. The Honours Programme, an additional programme for excellent students, can be entered into with the approval of the Honours Programme Committee. Please refer to the following [page](#) for further information.

2. Masters thesis

- a. Before commencing the Masters thesis, the Thesis Professor checks whether the candidate meets the admission requirements: The BSc exam must have been successfully completed and the candidate may only have a maximum of 6 EC of the compulsory combination of modules left to complete.
- b. The BoEx mandates the undertaking of the Masters exam and the assessment of the Masters thesis to the Thesis Committee (TC).
- c. The TC consists of at least 3 members: the chairman is the Thesis Professor, at least one person should be a member of the scientific staff of the research group the chosen specialisation is part of and at least one person should be a member of the scientific staff of a different research group at TU Delft. De TC can be augmented by experts from outside TU delft. See [form⁶](#)
- d. The TC is to meet at least once before the Masters examination.

3. Graduation

- a. The candidate must apply for the Masters exam 20 days (at the latest) before the planned exam at the 3mE Service Desk. See [form⁵](#) If the application is submitted closer to the date there is a high risk that it will not be processed; the graduation date will then have to be moved up.
- b. The Education and Student Administration (ESA) checks whether all the preconditions for the examination have been met. If lacunae are discovered, the ESA will contact the student and/or the secretary's office of the department/research group concerned.
- c. The Thesis Professor will then propose the definitive Thesis Committee (TC) and a graduation date to the BoEx. See [form⁶](#)
- d. The definitive composition of the TC is to be approved by the BoEx. The definitive date of the Masters exam will be set.

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- e. The TC will propose the possible graduation with the predicate cum laude (with honours) on the basis of the quality of the Masters thesis report submitted. See [form⁶](#)
- f. The BoEx will or will not adopt this proposal as the case may be depending on whether the other requirements for the predicate cum laude have been met.*
- g. The TC will assess the candidate and award the graduation mark; the BoEx will take cognisance of the result.
- h. The TC will announce the result to the student immediately after the examination.
- i. If the predicate cum laude is to be awarded, the accompanying 'ordinary' diploma will be returned to the ESA.
- j. The Central Student Administration is notified at the start of every month about who graduated over the past month in connection with unenrolments.
- k. As soon as the ESA has been notified of and has processed the results of the thesis assignment(s), a supplement will be sent to the address the student provided on the exam application form (inside 15 days).

The forms are available online:

Form² : Combination of Modules for the Masters programme.

Form³ : Deviation from the compulsory and elective modules of the variant/specialisation

Form⁵ : Application for the Masters examination

Form⁶ : Proposal of thesis committee, possible cum laude predicate and examination date

URL: formulieren.3me.tudelft.nl