

# Procedure MSc-Programmes & Graduation 3mE

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

Overview Master/Track Coordinators  
All available forms

[www.tudelft.nl/en/study/master-of-science/master-programmes](http://www.tudelft.nl/en/study/master-of-science/master-programmes)  
[www.formulieren.3me.tudelft.nl](http://www.formulieren.3me.tudelft.nl)

## A. Register for Master

Description	Responsible	Forms
<p>1. <u>NL/EU Students</u>: Student must apply through <a href="http://www.studielink.nl">www.studielink.nl</a> for a Master study programme and a Master track (only at ME and MT)</p> <p><u>Non-EU Students</u>: Student must apply through Central International Office for a Master study programme and a Master track (only at ME and MT)</p>	Student	
<p>2. The student must hand in the MSc Individual Study Programme form at the 3mE Service desk before the start of the 2<sup>nd</sup> Semester. This form must be signed by the Thesis Professor (or the MSc Coordinator) of the Master (track) and by the student.</p> <p><i>See Form 2: Course list MSc programme MSc-XX</i></p>	Student	<a href="#">Form 2</a>
<p>3. The Board of Examiners will give the final approval for the MSc individual Study Programme and checks if the formal requirements have been met. The list of subjects will then be generated in OSIRIS. This provides the MSc coordinator, the Board of Examiners and the student insight into the student's progress.</p> <p><i>If the list of subjects is not approved, the administrative department will contact the student.</i></p>	Board of Examiners	
<p>4. Deviations and modification of compulsory and elective modules must be approved by the MSc Coordinator, Thesis Professor and the Board of Examiners.</p> <p><i>See Form 3: Changing form Master programmes</i></p>	Student / MSc Coordinator	<a href="#">Form 3</a>
<p>5. The Honours Programme Master, an additional programme for excellent students, can be entered into, with approval of the Honours Programme Committee.</p> <p><i>For more information please visit the website of the Honours programme.</i></p>	Student	<a href="#">webpage</a>

## B. Master's Thesis & Assessment Committee

Description	Responsible	Forms
<p>1. Before commencing the Master's thesis, the Thesis Professor checks whether the candidate meets the admission requirements: The candidate may only have a maximum of 6 EC, of the compulsory combination of MSc-modules to be left open.</p>	Thesis Professor	
<p>2. The Master's Assessment Committee exists of three members. The Master's Assessment Committee will meet at least once before the Master's examination.</p> <p><i>Information about grading, please read section C (2)</i> <i>For the <a href="#">formation criteria</a> and requirements, See Form 6: Composition Master's Assessment Committee</i></p>	Board of Examiners / Master's Assessment Committee	<a href="#">Form 6</a>

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## C. Graduation process

Description	Responsible	Forms
<p>1. The candidate must apply for the Master's exam, by handing in the form at the 3mE Service Desk, 20 workdays (at the latest) before the planned exam.</p> <p><i>See Form 5: Application form Master's exam</i>  <i>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.</i></p>	Student	<a href="#">Form 5</a>
<p>2. The Thesis Professor proposes a Master's Assessment Committee and a graduation date to the Board of Examiners (at least 20 workdays before the planned Master's exam date)</p> <p>The Master's Assessment Committee proposes the predicate cum laude (with distinction) if the weighted average of the courses not including the Master's Thesis Project is at least 8 and the result for the Master's Thesis Project is expected to be at least 9,0.</p> <p><i>See Form 6: Composition Graduation Committee</i></p>	Master's Assessment Committee	<a href="#">Form 6</a>
<p>3. The Education and Student Administration (ESA) checks whether all the preconditions for the examination have been met. If ESA finds deficiencies, the ESA will contact the student and/or the secretary's office of the department/research group concerned.</p>	Education and Student Administration	<a href="#">Form 6</a>
<p>4. If the proposed Master's Assessment Committee meets the requirements, the Board of Examiners appoints the Committee and agrees with the proposed date of the exam.</p> <p>The Board of Examiners decides whether the requirements for the designation 'with distinction' have been met.</p>	Board of Examiners	
<p>5. The student must upload his/her Master's Thesis to the repository, at least 10 days before the planned exam date.</p> <p>Via: <a href="http://repository.tudelft.nl/submit/thesis/">http://repository.tudelft.nl/submit/thesis/</a>  <i>If the student has not uploaded the Master's Thesis, no diploma supplement will be supplied. This will be checked by ESA.</i></p>	Student	<a href="#">Link</a>
<p>6. The Master Assessment Committee will assess the candidate and award the graduation mark; the Board of Examiners will take note of the result.</p> <p>The Master Assessment Committee will announce the result to the student immediately after the examination.  <i>If the predicate cum laude is granted, the 'ordinary' diploma will be returned to the Education and Student Affairs.</i></p> <p><i>The Central Student Administration receives a monthly notification of the students that have graduated over the past month (in connection with un-enrolments).</i></p> <p><i>NL/EU students; Do not forget to un-enrol yourself via <a href="http://www.studielink.nl">www.studielink.nl</a>. Non-EU students; please visit the Central International Office desk.</i></p>	Student/ Master's Assessment Committee	<a href="#">Link</a>
<p>7. When the Education and Student Affairs has been notified and has processed the results of the thesis project(s), and the Master's thesis has been uploaded to the repository successfully, the diploma supplement will be sent to the address the student provided on the exam application form within 30 days.</p>	Student/ Education and Student Affairs	