**Prior to Graduation Project**

Supervisory team composed? Is there an agreement on the Project Brief? Are all legal issues with possible third parties (contract, IP, confidentiality) settled?

- **Kick-off**
  - Start of the GP, meeting with the full supervisory team.
  - Last chance to get the Project Brief signed by the chair.

- **Midterm Evaluation**
  - Formal assessment, in which student is given a Continue, Adjust or Discontinue, based on the progress made so far (Midterm form).

- **Green Light**
  - Formal assessment, to judge if student is expected to successfully finish the project within the next 20 days.

- **Graduation**
  - Public presentation of the project by the student, final assessment, and project evaluation.

**Action Items**

- **Student**
  - Prepare and execute the project.

- **Chair & Mentor**
  - Support, supervise, and assess process + results by means of the Graduation Rubric.

**Supervisory Team**

- Chair and mentor support, supervise, and assess process + results by means of the Graduation Rubric.

- **Third Party Mentor**
  - The Stages of a 30 EC IDE MSc Graduation Project

**Notes**

- Chair cannot announce the grade in public (privacy regulations).
- Return the forms to the secretariat.
1. The student is able to effectively collect, analyse, generate and evaluate knowledge required for the project.

- **Collect and analyze knowledge**
  - Identify relevant questions/relevant state of the art knowledge
  - Effectively collects and analyzes knowledge required for the project

- **Generate and evaluate knowledge**
  - Identify relevant questions/relevant state of the art knowledge
  - Effectively generates and evaluates knowledge required for the project

- **Use of methods and tools**
  - Applies methods and tools that don't fit (or are not relevant) to the project or doesn't justify them
  - Uses appropriate and meaningful methods and tools while justifying his choices

- **Dealing with project complexity**
  - Identifies and addresses limited number (or too many elements) of the project without justifying this choice
  - Identifies and addresses the project complexity and justifies his choices

2. The student is able to justify his/her choices with respect to used methods and/or approaches used in the project.

- **Feasibility (can be done?)**
  - Is unaware of / does not identify issues that determine feasibility
  - Identifies the conditions for the project result to be feasible
  - Demonstrates that the project result is feasible

- **Desirability (does it address the user / value and need?)**
  - Is unaware of / does not identify the conditions for the project result to be desirable
  - Identifies the conditions for the project result to be desirable
  - Demonstrates that the project result is desirable for stakeholders involved

- **Viability (will it survive in the long term?)**
  - Is unaware of / does not identify the conditions for the project result to be implementable
  - Identifies the conditions for the project result to be implementable
  - Demonstrates that the project result is desirable for stakeholders involved

3. The student can deliver a relevant project result.

- **Project result**
  - Identifies the conditions for the project result to be feasible
  - Demonstrates that the project result is feasible
  - Develops new way for this type of project results to become feasible

- **Academic level**
  - Conveys relevant content that lacks structure and for references and uses poor language
  - Conveys relevant and structured content with appropriate references and nature of language

- **Connecting to stakeholders**
  - Provides minimal communication with the supervision team
  - Effectively communicates to the supervisory team in a way that doesn't allow for correction
  - Effectively communicates to the supervisory team allowing them to connect

4. The student is able to effectively and democratically communicate to, and discuss with stakeholders involved in the project.

- **Planning**
  - Does not oversee the project and executes it in an arbitrary manner
  - Plans activities but executes them in an incomplete, inefficient and/or ineffective manner

- **Autonomy & initiative**
  - Fully depends on guidance and does not initiate activities or maintain the project
  - Shows little initiative or needs significant guidance in maintaining the project

- **Respond to feedback**
  - Displays no or defensive response to feedback
  - Displays irrelevant or defensive response to feedback or not visible action

- **Time spent**
  - Green Light granted at 1.0 to 2.0 “Green Light Meeting” (Graduation task for more weeks longer), graduation grade can be maximum 8.5
  - Green Light granted at First “Green Light Meeting” (+ around day 100)

5. The student is able to manage a design/research project independently within the given time.

- **Communication**
  - Does not oversee the project and executes it in an arbitrary manner
  - Plans activities but executes them in an incomplete, inefficient and/or ineffective manner

- **Autonomy & initiative**
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