

Dear graduating students,

We are very pleased to announce that from September 28 2020 graduation ceremonies will once again be able to be held on campus, as well as online.

In advance of the ceremony, graduating students and their supervisory teams must discuss their preferred format. If an on-campus ceremony is the preferred choice, please be aware that there are limited possibilities, so we advise you to first check whether there is a room available on the planned date and time.

Additionally we would ask you to contact the department secretariat to inform them of your choice of ceremony. Your preference will be indicated on the 'green light request' the department will draw up and send to the Board of Examiners.

Online graduation ceremonies

In the case of an online ceremony, graduation takes place virtually (and not at the Faculty). The student, supervisory team, client mentor and guests are invited to join the online ceremony. For online ceremonies, a tool like YouSeeU in Brightspace (accessible through a member of your supervisory team), Skype for Business, or another tool that is provided by TU Delft can be used. Please avoid using Zoom, to prevent any potential privacy issues.

Please discuss with your supervisors how to organise your online ceremony. Rather than giving a live presentation, we recommend recording a video of your presentation in advance of the ceremony. You can share this via a video sharing platform like YouTube (in private share mode). Your supervisors and guests will be able to view your presentation before the ceremony, and the ceremony itself can be focused on questions from guests (via the chat function), making it a more vivid and interactive experience.

Your supervisors will sit together in a closed session to discuss the assessment, and you will be invited to join them when they have come to an agreement on the grading. Together with your supervisors, you will evaluate the project, after which you all 'return' to the online session with your guests.

Issuing of the diploma

On the **first Monday of every month** (first session is on November 2) we will issue diplomas for online graduation ceremonies which have taken place over the past month. You will receive a time slot within which you can collect (and sign) the diploma. If you are not able to collect your diploma, you should send an email to m.m.borgstijn@tudelft.nl.

On-campus graduation ceremonies

For an on-campus ceremony:

- At least one member of the supervisory team must be present in person.

Note: If this is not possible, the graduation ceremony must take move online. This rule applies even if it only becomes clear on the day of the ceremony that no members the supervisory team are able to attend the on-campus ceremony (due to illness, for example). You will be able to use the reserved room, however your guests must follow the ceremony online from locations outside the Faculty.

- A maximum of nine people may attend an on-campus graduation ceremony, not including you and the two members of your IDE supervisory team.
- Your nine guests must be registered at the IDE Servicedesk. Please provide the Servicedesk with a list of your guests' names two days before your graduation date.
- In advance of your ceremony, please communicate the following points to your guests:
 - o on arrival they must "check in" at the Service desk.
 - o directions to your graduation room, taking into account the COVID-19 social distancing measures that are in place in the building.
 - o the requirement to keep a 1.5 metre social distance from others in the Faculty (regardless of whether others are living in the same house or not)
 - o the fact that they should only sit on in designated seating in the room (which has been arranged in such a way to allow social distancing)
- Your guests must stay in the graduation room that has been reserved for your ceremony. Guests are not permitted to leave the room for coffee or a stroll through the building. After the ceremony, all of you must leave the building without delay.
- You can invite more guests who can follow/participate in the ceremony online. Please ensure that these guests are present when the session starts.
- During grading and evaluation, your supervisors will adjourn to a different room to discuss your assessment. You will be invited to join them when they have come to an agreement on the grading. Together with your supervisors you will evaluate the project, after which you will all return to the graduation room and your guests.

On-campus graduation ceremonies can only be scheduled in the following rooms: Van der Grinten, IDE Arena or Crouwel. Rooms can be scheduled via the department secretariat. There are limited time slots available during the week.

In the table below you can see the time slots for on-campus ceremonies during **quarter 1**:

Monday	Tuesday	Wednesday	Thursday	Friday
9.30 - 11.30	9.30 - 11.30	9.30 - 11.30	Not possible	Not possible
14.30 - 16.30	14.30 - 16.30	Not possible	Not possible	14.30 - 16.30
18.00 - 20.00	18.00 - 20.00	18.00 - 20.00	18.00 - 20.00	18.00 - 20.00

In the table below you can see the time slots for on-campus ceremonies during **quarter 2**:

Monday	Tuesday	Wednesday	Thursday	Friday
9.30 - 11.30	9.30 - 11.30	9.30 - 11.30	9.30 - 11.30	9.30 - 11.30
14.30 - 16.30	14.30 - 16.30	14.30 - 16.30	14.30 - 16.30	14.30 - 16.30
18.00 - 20.00	18.00 - 20.00	18.00 - 20.00	18.00 - 20.00	18.00 - 20.00

For quarter 3, the overview of time slots will be different and will be announced **after January 25**.

What to do if your graduation has already been planned and approved by the Board of Examiners?

- If your graduation is planned for before November 1, please stick to the time slot that is scheduled for your graduation
- The Faculty will make an optional reservation for a graduation room, to allow for an on-campus graduation ceremony.
- The Faculty will let you know which room has been reserved, and will ask you to contact your supervisory team to discuss if graduation will be online or on-campus. Please refer to the aforementioned information about online and on-campus graduations which also applies in this situation.

Further questions? Please contact Manon Borgstijn (m.m.borgstijn@tudelft.nl) of the Department of Education and Student Affairs (ES&A).

Good luck with your graduation project and ceremony.

Kind regards,

Ellen Bos and Manon Borgstijn
Department E&SA