

Form number: 4 **Form name:** Graduation Project Plan

Fill in moment: before the start of your Graduation Project

Student name:

Student ID:

Degree program:

Graduation supervisor:

Research cluster:

Instruction

Please try to fill in the form digitally. This form needs to be filled in and signed by both student and supervisor. Please be aware that you can start with your Graduation Project before the Examination Committee has approved this Graduation Project Plan, provided that you have passed your preparation graduation project and have an approved Individual Study Program and provided the graduation project plan is submitted within one month after the starting date. The Examination Committee will check if you do not have too many courses open at the start of the Graduation Project. The Examination Committee will let you know their decision within four weeks after you hand in this form. If the Examination Committee rejects your Graduation Project Plan you will need to stop your Graduation Project.

1. On page 1 you need to fill in the graduation topic, including a problem description and research questions.
 2. On page 2 please fill out if you are doing your graduation project within TU/e or at an external organization and add details on confidentiality of your thesis.
 3. On page 3 add details on planning and have the form signed by your supervisor.
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Graduation project topic and problem description:

Research questions:

Organization:

My graduation project will take place at TU/e.

My graduation project will take place at another organization. Please fill in the following information:

Name organization:

Address organization:

Contact person:

E-mail address:

Confidentiality

The final thesis is:

Public¹

Confidential for 2 years²

Confidential for 5 years³

¹ The Final Thesis must be public unless there is a viable reason for the external organization to request a delay in publication .

² Company based projects only, a public summary must be made available from the TU/e library.

³ Company based projects only, requires a motivated request for approval send to an approved by the Program Director, if approved two graduation reports (one confidential for the company, one public for TU/e) are required.

Planning

Here you fill in the start date and the end date and the end date. The start date of the Graduation Project can only be on the day of the assessment of the Preparation Graduation Project or later. When you work on your graduation fulltime the end date is the start date + six months. If you are not able to hold your defense before the end date + a first extension of three months, then you can request an additional three months extension at the Examination Committee. If you are not doing your graduation project fulltime please also indicate the parttime percentage (at least 50%).

Start date graduation project:

End date graduation project:

Parttime percentage:

Supervision

Graduation supervisor is the final responsible person. This person should be an assistant, associate of full professor at Eindhoven University of Technology. The Graduation tutor takes care of the practical supervision, this can be the same person as the Graduation supervisor. Company supervisors act as graduation tutors.

Name graduation supervisor:

Name graduation tutor (if applicable):

Organization:

Address*:

* specify if tutor is from external organization

Open Courses on Program of examinations

According to the graduation regulations, the Examination Committee will only approve the graduation plan if all program units have been completed and the Program of examinations (form 1, ISP) has been approved. In special circumstances the Examination Committee can also decide to approve the plan

- a. if the graduation supervisor considers that a few uncompleted program units can better be completed during the master project, or;
- b. if the student can show that waiting for the next possible examination period to complete a few uncompleted program units will have a disproportionately negative effect on the course of his or her studies, or;
- c. if the assessment of some interim Examination is expected to be finished within three weeks. In this case the master project should be arranged such that it can be terminated within one month after its starting date. The master project terminates after one month if the student has not passed these interim examinations.

The total number of ECTS in a) and b) may not exceed 12 ECTS.

Please list the courses that are not completed at the start of the graduation phase below:

Code		Name		Quartile		ECTS	
Code		Name		Quartile		ECTS	
Code		Name		Quartile		ECTS	

Agreement student and supervisor

In order to successfully complete the graduation phase, the graduation supervisor and student in question hereby come to a commitment on _____

Signature Student:

Signature Graduation Supervisor:

This form must be sent to the Examination Committee mcs.examination.committee@tue.nl.

If you do not agree with the decision of the Examination Committee, you may submit an appeal via [this webpage](#) within a period of six weeks after the date of this decision.

This section is to be completed by the Examination Committee

Approval Examination Committee:

Date: