

Personal InformationName:

Address:

Postal code / city:

Phone:

Student Number:

MSc Program: MSc Innovation Sciences (IS)
MSc Human Technology Interaction (HTI)

Project InformationFirst Assessor:

Group:

Second Assessor:

Group:

Third Assessor:

Group:

When the project was conducted in a company, please fill in the following information (fill in TU/e if you did an internal project).

Company:

Company supervisor:

Department:

Address:

Postal code/ City:

Phone:

Start date project:

Final Presentation DetailsDate:

Time:

Location:

Thesis DetailsTitle Thesis Report:

Proceed to the next page.

Graduation Details

Date Final Examination meeting:

Date Diploma award session:

Will you be present at the diploma award session?

Do you participate in the joint reception?

The reception is offered to you by the Department IE&IS after the diploma award session. If you want to participate, you will receive an invitation in due time.

Confirmation (Student and Supervisor)

Student

First Assessor

Date

Date

Signature

Signature

Confirmation Administration

(to be completed by the Education Administration and Examinations Committee)

Approval of date oral interim examination

If applicable, conditions:

In case of no approval, explanation:

Don't forget to hand over:

- **An electronic copy of the thesis report (in PDF-format)**
- A signed form Code of Scientific Conduct TU/e Master Thesis
- Press Release (see page 5 of this form and format Press release)
- Vertical picture/photo of yourself in high resolution (for the diploma award session)

On _____ **the latest**

Additional Information: Dates For Registering For The Final Examination

The Education Administration will verify that all conditions are met. They have the authority to delay the date of the Final presentation and defense of the MSc-thesis.

At least 5 working days before the exam meeting one electronic copy (pdf-format) must be handed in at the Education Administration (for the library).

Additional Information: Checklist

In the list below you will find some important activities that you need to complete before your graduation. Note that this is not an extensive list.

Submit the signed form to ieis.csa@tue.nl

- Form End Master Thesis Project
- An electronic copy of the thesis report (in PDF-format), including a signed form Code of Scientific Conduct TU/e Master Thesis. (5 working days before the final examination meeting) (the electronic version of the report will be published on the internet).
- Press Release
- Picture/photo of yourself in high resolution (see format Press Release)
- Final presentation and defense of the MSc-thesis (at least 5 working days before exam meeting)
- Examination result (usually handed in by the first supervisor after the final defense)

Also remember to:

- hand in any books from the library
- reclaim enrollment fee (if applicable)
- end your enrollment at the university

How To Write A Press Release (see also form: Press Release Format)

- name of the graduate
- name of 1st supervisor
- master degree program
- name of the organization where the graduation project was carried out
- max. of one page (A4)
- Word-file
- text title: Times New Roman bold 14 pt, black
- text: Times New Roman 12 pt, black
- Line spacing: 1.5 lines

The press release is written in a short and news-like manner and it contains the central issues of your research, focusing on the results and connecting them to the larger field of study.

The title of the press release is of great importance, use clear and understandable language and avoid jargon. You can structure the text and capture the reader's interest by adding inviting subtitles.

If your research is a part of a larger project, done in a research team or if it has been externally funded, remember to consult your supervisor on how these facts should be presented in the press release.

The Contents of the Press Release

- The press release should include the following information:
- The aim and purpose of the research
- The main result of the research
- New information revealed by the research
- How and to what the information provided by the research can be applied
- Which fields/situations benefit from the information provided by the research
- What conclusions can be drawn on the basis of the results

Begin the press release with the most important result of your research and describe where the results can be applied to in practice - these are the main issues that reporters are interested in. You can tell about the implementation and the methods of your research etc. at the end of the press release.

Submit the signed declaration to CSA IE&IS Atlas 3.331 or CSA.IEIS@tue.nl

Declaration Concerning the TU/e Code of Scientific Conduct for the Master's/PDEng/PhD Thesis

I have read the TU/e Code of Scientific Conductⁱ.

I hereby declare that my Master's/PDEng/PhD-thesis has been carried out in accordance with the rules of the TU/e Code of Scientific Conduct

Date:

Name:

ID-Number:

Signature:

Submit the signed declaration to CSA.IEIS@tue.nl

ⁱ See: <https://www.tue.nl/en/our-university/about-the-university/integrity/scientific-integrity/>

The Netherlands Code of Conduct for Academic Practice of the VSNU can also be found here. More information about scientific integrity is published on the websites of TU/e and VSNU.