**TU**Delft



# **IDE Master Graduation**

Project team, Procedural checks and personal Project brief

This document contains the agreements made between student and supervisory team about the student's IDE Master Graduation Project. This document can also include the involvement of an external organisation, however, it does not cover any legal employment relationship that the student and the client (might) agree upon. Next to that, this document facilitates the required procedural checks. In this document:

- The student defines the team, what he/she is going to do/deliver and how that will come about.
- SSC E&SA (Shared Service Center, Education & Student Affairs) reports on the student's registration and study progress.
- IDE's Board of Examiners confirms if the student is allowed to start the Graduation Project.

#### USE ADOBE ACROBAT READER TO OPEN, EDIT AND SAVE THIS DOCUMENT

Download again and reopen in case you tried other software, such as Preview (Mac) or a webbrowser.

#### STUDENT DATA & MASTER PROGRAMME

family name

Save this form according the format "IDE Master Graduation Project Brief\_familyname\_firstname\_studentnumber\_dd-mm-yyyy" Complete all blue parts of the form and include the approved Project Brief in your Graduation Report as Appendix 1!

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Your master programme (only select the options that apply to you):

initials	given name	IDE master(s):	() IPD	Dfl SPD
student number		2 <sup>nd</sup> non-IDE master:		
street & no.		individual programme:		(give date of approval)
zipcode & city		honours programme:		
country		specialisation / annotation:		
phone				
email				
	ERVISORY TEAM ** the required data for the supervisor	ry team members. Please check the instructions or	the right!	
** chair ** mentor		•		Chair should request the IDE Board of Examiners for approval of a non-IDE mentor, including a motivation letter and c.v
2 <sup>nd</sup> mentor			•	Second mentor only
	organisation:	country:		applies in case the assignment is hosted by an external organisation.
comments (optional)			•	Ensure a heterogeneous team. In case you wish to include two team members from the same

APPROVAL PROJECT BRIEF  To be filled in by the chair of the supervisory team	۱.					
chair	_ date		-		signature	
CHECK STUDY PROGRESS To be filled in by the SSC E&SA (Shared Service C	enter Edu	ıcation & S	Student	Affairs) a	ifter approval of	the project brief by the Chair
The study progress will be checked for a 2nd time					intor approvar or	the project bilds by the chair.
Master electives no. of EC accumulated in total:  Of which, taking the conditional requirements		_ EC		$\bigcap_{i \in I}$	YES all 1	st year master courses passed
nto account, can be part of the exam programme List of electives obtained before the third		_ EC			NO missir	ng 1st year master courses are:
semester without approval of the BoE						
name	_ date		-		signature	
<b>FORMAL APPROVAL GRADUATION PROJEC</b> To be filled in by the Board of Examiners of IDE TU Next, please assess, (dis)approve and sign this Pr	J Delft. Ple	ease check	the sup	pervisory t	team and study	the parts of the brief marked *
				eria below		NOT A DDDOVED
<ul> <li>Does the project fit within the (MSc)-programmenth the student (taking into account, if described, activities done next to the obligatory MSc specific.</li> </ul>	the	Conte			APPROVED	NOT APPROVED
courses)?  • Is the level of the project challenging enough		Proce	aure:		APPROVED	NOT APPROVED
MSc IDE graduating student?  • Is the project expected to be doable within 10						
working days/20 weeks?  • Does the composition of the supervisory team						
comply with the regulations and fit the assign	iment ?					commen
name	_ date	<u></u> _	<u>-</u>		signature	
name  IDE TU Delft - E&SA Department /// Graduation p	_	<u>-</u>	-		signature	Page 2 of



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		ve) and the start date and end date (b ument allows you to define and clarify		t and simple.
art date _				end dat
mplete manı	e, the context of your project, and add ner. Who are involved, what do they v	lress the main stakeholders (interests alue and how do they currently operat aware of (cultural- and social norms,	te within the given context? \	What are the
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ETU Delft - I	E&SA Department /// Graduation proj	ect brief & study overview /// 2018-0	01 v30	Page 3 of
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IDE TU Delft - E&SA Department /// Graduation project brief & study overview /// 2018-01 v30	Page 4 of 7



ASSIGNMENT **  State in 2 or 3 sentences what you are going to research, design, create and / or generate, that will solve (part of) the issues) pointed out in "product a product, a product as product, as model estimated in "product or product as product, as model estimated out in "product as product, as model estempts combination, a strategy illustrated through product or product service combination ideas In case of a Special sation end/or Annotation, make sure the assignment reflects this / these.  DETU Delit - E&SA Department /// Braduation project brief & study overview /// 2018-01 v30.  Page 5 of 7		
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Include a Gantt Chart (replace the example below - more examples can be found in Manual 2) that shows the different phases of your project, deliverables you have in mind, meetings, and how you plan to spend your time. Please note that all activities should fit within the given net time of 30 EC = 20 full time weeks or 100 working days, and your planning should include a kick-off meeting, mid-term meeting, green light meeting and graduation ceremony. Illustrate your Gantt Chart by, for instance, explaining your approach, and please indicate periods of part-time activities and/or periods of not spending time on your graduation project, if any, for instance because of holidays or parallel activities.

start date		 end date
start date	_	enu uate
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MOTIVATION AND PERSONAL AMBITIONS  Explain why you set up this project, what competences you want to prove and learn. For example: acquired competences from your MSc programme, the elective semester, extra-curricular activities (etc.) and point out the competences you have yet developed. Optionally, describe which personal learning ambitions you explicitly want to address in this project, on top of the learning objectives of the Graduation Project, such as: in depth knowledge a on specific subject, broadening your competences or experimenting with a	
specific tool and/or methodology, Stick to no more than five ambitions.	
FINAL COMMENTS	
In case your project brief needs final comments, please add any information you think is relevant.	

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Initials & Name Student number Student number Student number Project