



IDE Master Graduation Project

Project team, procedural checks and Personal Project Brief

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

- Student defines the team, what the student is going to do/deliver and how that will come about
- Chair of the supervisory team signs, to formally approve the project's setup / Project brief
- SSC E&SA (Shared Service Centre, Education & Student Affairs) report on the student's registration and study progress
- IDE's Board of Examiners confirms the proposed supervisory team on their eligibility, and whether the student is allowed to start the Graduation Project

STUDENT DATA & MASTER PROGRAMME

Complete all fields and indicate which master(s) you are in

| | | | | | |
|----------------|----------------------|--|----------------------|-----|-----|
| Family name | <input type="text"/> | IDE master(s) | IPD | Dfl | SPD |
| Initials | <input type="text"/> | 2 nd non-IDE master | <input type="text"/> | | |
| Given name | <input type="text"/> | Individual programme (date of approval) | <input type="text"/> | | |
| Student number | <input type="text"/> | Medisign | | | |
| | | HPM | | | |

SUPERVISORY TEAM

Fill in the required information of supervisory team members. If applicable, company mentor is added as 2nd mentor

| | | | |
|------------------------|----------------------|---------------|----------------------|
| Chair | <input type="text"/> | dept./section | <input type="text"/> |
| mentor | <input type="text"/> | dept./section | <input type="text"/> |
| 2 nd mentor | <input type="text"/> | | |
| client: | <input type="text"/> | | |
| city: | <input type="text"/> | country: | <input type="text"/> |
| optional comments | <input type="text"/> | | |

- ! Ensure a heterogeneous team. In case you wish to include team members from the same section, explain why.
- ! Chair should request the IDE Board of Examiners for approval when a non-IDE mentor is proposed. Include CV and motivation letter.
- ! 2nd mentor only applies when a client is involved.

APPROVAL OF CHAIR on PROJECT PROPOSAL / PROJECT BRIEF -> to be filled in by the Chair of the supervisory team

Sign for approval (Chair)

Name _____ Date _____ Signature _____

CHECK ON STUDY PROGRESS

To be filled in by **SSC E&SA** (Shared Service Centre, Education & Student Affairs), after approval of the project brief by the chair. The study progress will be checked for a 2nd time just before the green light meeting.

Master electives no. of EC accumulated in total _____ EC

Of which, taking conditional requirements into account, can be part of the exam programme _____ EC

| | | |
|--------------------------|------------|--|
| <input type="checkbox"/> | YES | all 1 st year master courses passed |
| <input type="checkbox"/> | NO | missing 1 st year courses |

Comments: _____

Sign for approval (SSC E&SA)

Name _____ Date _____ Signature _____

APPROVAL OF BOARD OF EXAMINERS IDE on SUPERVISORY TEAM -> to be checked and filled in by IDE's Board of Examiners

Does the composition of the Supervisory Team comply with regulations?

| | | |
|--------------------------|------------|-------------------------------|
| <input type="checkbox"/> | YES | Supervisory Team approved |
| <input type="checkbox"/> | NO | Supervisory Team not approved |

Comments: _____

Based on study progress, students is ...

| | |
|--------------------------|--|
| <input type="checkbox"/> | ALLOWED to start the graduation project |
| <input type="checkbox"/> | NOT allowed to start the graduation project |

Comments: _____

Sign for approval (BoEx)

Name _____ Date _____ Signature _____



Personal Project Brief – IDE Master Graduation Project

Name student _____ Student number _____

PROJECT TITLE, INTRODUCTION, PROBLEM DEFINITION and ASSIGNMENT

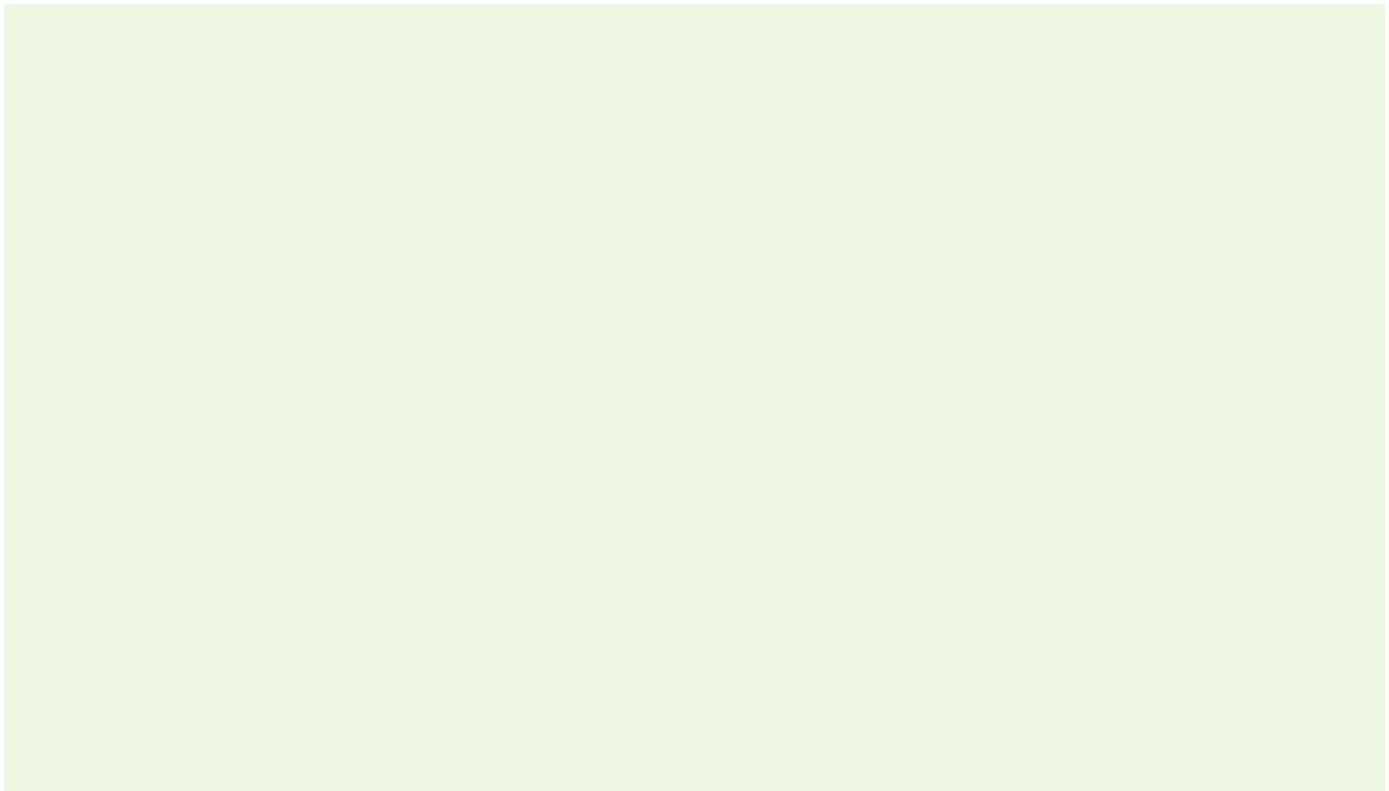
Complete all fields, keep information clear, specific and concise

Project title _____

Please state the title of your graduation project (above). Keep the title compact and simple. Do not use abbreviations. The remainder of this document allows you to define and clarify your graduation project.

Introduction

Describe the context of your project here; What is the domain in which your project takes place? Who are the main stakeholders and what interests are at stake? Describe the opportunities (and limitations) in this domain to better serve the stakeholder interests. (max 250 words)



→ space available for images / figures on next page

introduction (continued): space for images

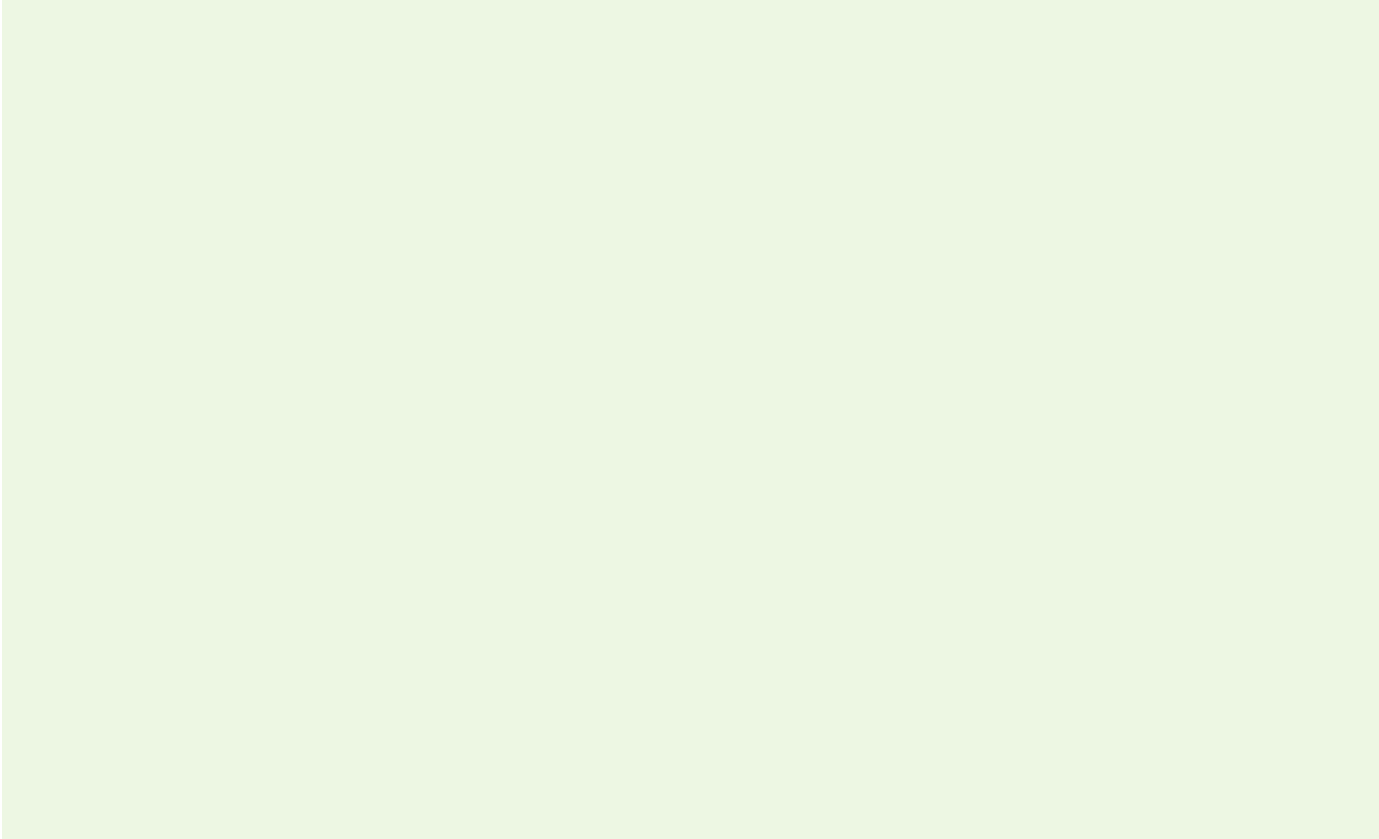


image / figure 1

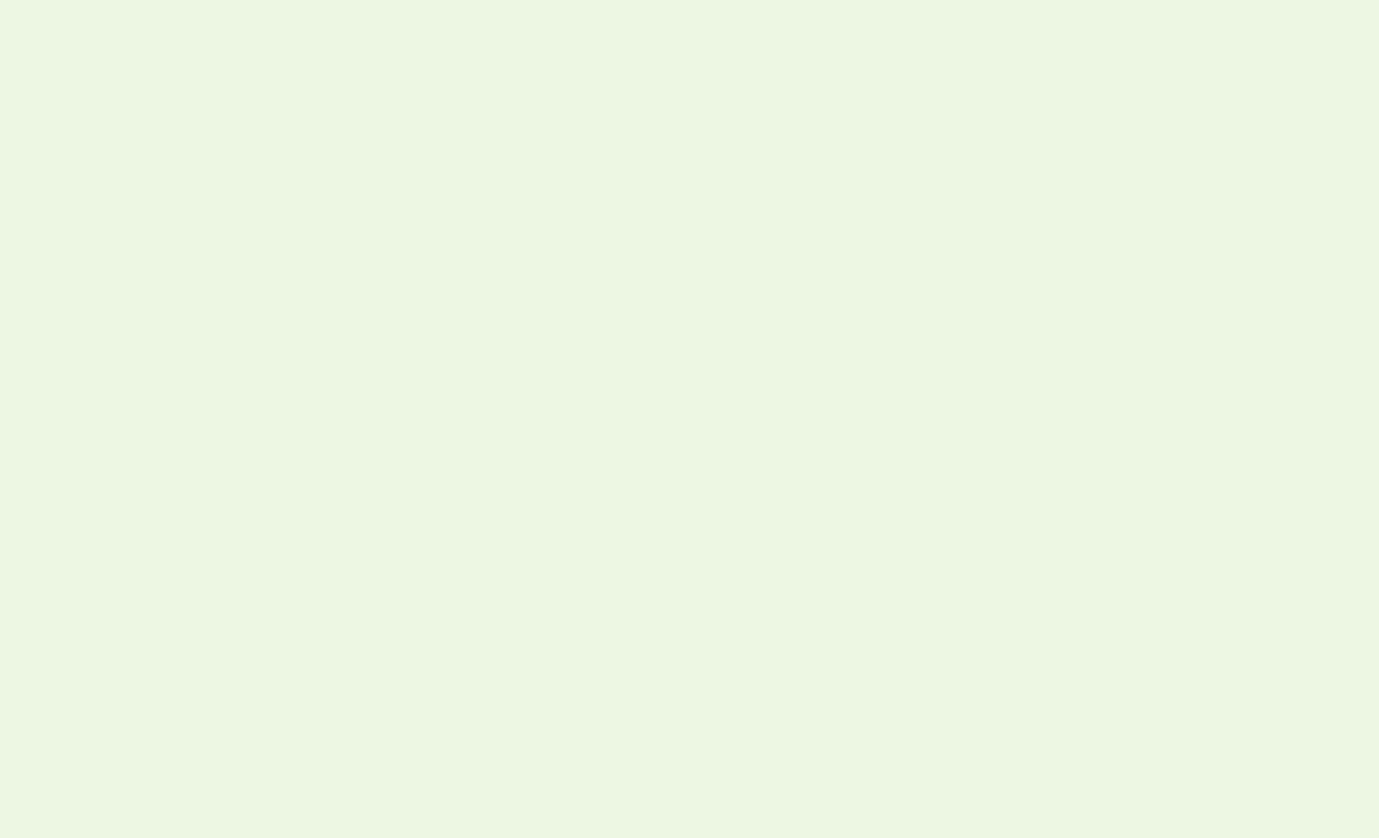


image / figure 2

Personal Project Brief – IDE Master Graduation Project

Problem Definition

*What problem do you want to solve in the context described in the introduction, and within the available time frame of 100 working days? (= Master Graduation Project of 30 EC). What opportunities do you see to create added value for the described stakeholders? Substantiate your choice.
(max 200 words)*

Assignment

This is the most important part of the project brief because it will give a clear direction of what you are heading for. Formulate an assignment to yourself regarding what you expect to deliver as result at the end of your project. (1 sentence) As you graduate as an industrial design engineer, your assignment will start with a verb (Design/Investigate/Validate/Create), and you may use the green text format:

Then explain your project approach to carrying out your graduation project and what research and design methods you plan to use to generate your design solution (max 150 words)

Project planning and key moments

To make visible how you plan to spend your time, you must make a planning for the full project. You are advised to use a Gantt chart format to show the different phases of your project, deliverables you have in mind, meetings and in-between deadlines. Keep in mind that all activities should fit within the given run time of 100 working days. Your planning should include a **kick-off meeting, mid-term evaluation meeting, green light meeting and graduation ceremony**. 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 course activities).

Make sure to attach the full plan to this project brief.
The four key moment dates must be filled in below

| |
|----------------------------------|
| Kick off meeting _____ |
| Mid-term evaluation _____ |
| Green light meeting _____ |
| Graduation ceremony _____ |

In exceptional cases (part of) the Graduation Project may need to be scheduled part-time. Indicate here if such applies to your project

| | |
|-------------------------------------|--|
| Part of project scheduled part-time | |
| For how many project weeks | |
| Number of project days per week | |

Comments:

Motivation and personal ambitions

Explain why you wish to start this project, what competencies you want to prove or develop (e.g. competencies acquired in your MSc programme, electives, extra-curricular activities or other).

Optionally, describe whether you have some personal learning ambitions which you explicitly want to address in this project, on top of the learning objectives of the Graduation Project itself. You might think of e.g. acquiring in depth knowledge on a specific subject, broadening your competencies or experimenting with a specific tool or methodology. Personal learning ambitions are limited to a maximum number of five.

(200 words max)