Graduation Manual

Geomatics
For the Built Environment

Academic year 2016–17

version 16.12.2016

TU Delft

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Introduction

This manual is based on the official regulations of the graduation process of the Faculty of Architecture and the Built Environment and is meant for students, mentors, delegates of the Board of Examiners and others who are involved in the graduation process. This manual contains important information about the structure and regulations of the graduation process.

Section 1 provides a scheme of the setup of the evaluations and a scheme explaining the responsibilities of everyone involved per evaluation.

Section 2 contains information about the quorum, the appraisal and the 'Cum Laude' and 'honorable mention' regulation.

The appendices contain details on the subjects to be assessed, graduation plan, reflection requirements, an example of a graduation contract and the references to official regulations which this manual is part of.

1.0 Graduation process

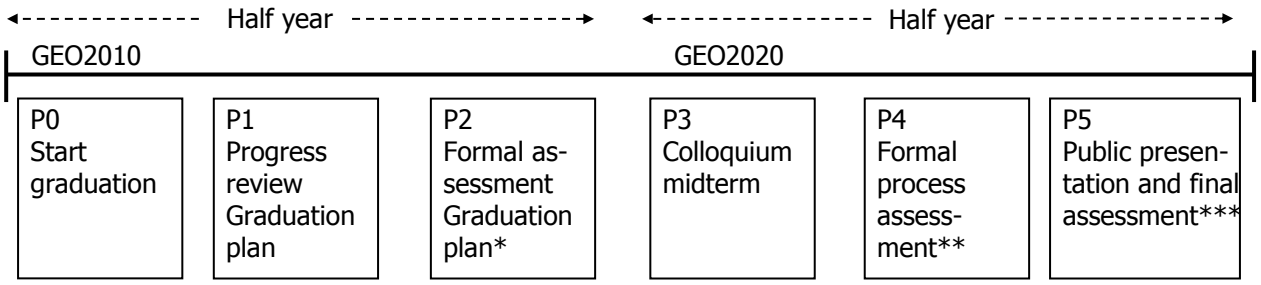
1.1 Admission

Students may only embark on the graduation work if they have participated in all common core courses and have completed them or at least 50 EC of them.
Students who enter the graduation programme without having completed all common courses (60 EC) should take in mind that they will only be admitted to the P2 if they have completed all commom courses of the first year with the exception of 1 electives of 5 EC maximum.

1.2 Evaluations

In the course of the graduation process two obligatory progress reviews (P1 and P3) and three formal assessments (P2, P4 and P5) take place. All evaluations are to take place within the assigned periods, indicates in the academic graduation calendar. The location of all evaluations must be situated at the Delft University of Technology Campus.

Time Schedule		
What	**When**	**Responsible**
P0: Register for graduation	Start	*Student*
P1: Progress review *Product: draft Graduation plan* *Presentation: 5 minutes* *Questions & Appraisal: 5 minutes*	9-10 weeks after P0	*Graduation Coordinator (event)*
Submit final Graduation plan to both mentors and the Delegate of the Board of Examiners	*1 week before P2*	*Student*
P2: Formal assessment Graduation plan *Presentation: 15 minutes* *Questions : 15 minutes* *Closed Appraisal: 15 minutes* *Committee informs student about GO/ NO-GO*	9-10 weeks after P1	*Graduation Coordinator (event)*
P3: Colloquium midterm *Presentation:15 minutes* *Questions: 15 minutes*	7-8 weeks after P2	Main Mentor
Submit draft thesis to both mentors, the co-reader, and Delegate of the Board of Examiners	*1 week before P4*	*Student*
P4 Formal process assessment *Presentation: 30 minutes* *Questions: 15 minutes* *Closed appraisal: 15 minutes* *Committee informs student about GO/NO-GO*	7-8 weeks after P3	Student, Main Mentor
Submit final thesis to both mentors, and the Delegate of the Board of Examiners	*1 week before P5*	*Student*
P5: Public presentation and final assessment Public presentation: 30 minutes Questions: 15 minutes Closed appraisal: 15 minutes Result and graduation ceremony: 30 minutes	4-5 weeks after P4	Student, Main Mentor



* P2: Formal assessment of the Graduation Plan, admission to GEO2020.
** P4: Formal assessment of draft thesis
*** P5: Formal assessment of final thesis and presentation.

1.3 Mentors and graduation team

Main Mentor (Daily supervisor)
The main mentor is a staff of one of the groups involved in the MSc Geomatics programme.
He / she is responsible for the overall Graduation Project and is an expert in the field of the graduation project. He / she acts as the daily supervisor, is involved in all evaluations and takes care of the registration of all assessments in Sharepoint

Second mentor
The Second Mentor is a staff of the TU Delft whose expertise complements that of the Main Mentor. This person can be from any Faculty at the TU Delft. If the Main Mentor does not hold a PhD, then it is mandatory that the Second Mentor holds one. The Second Mentor must participate in P2, P4 and P5.

Co-Reader
The Co-Reader is a staff at TU Delft that is an expert in the field of research. He/she only participates at P4, and his/her main task is to assess in an unbiased way the quality of the work produced and help grade the final mark for the Graduation Project. He/she must be from another chair(s) than that of the Main Mentor and the Second Mentor.

Delegate of the Board of Examiners (BE)
The Delegate of Board of Examiners participates as chairman during the P2, P4 and P5.
The Delegate of Board of Examiners is appointed by the Board of Examiners after admission to the P2.

1.4 Detailed scheme per evaluation

Evaluation 0 P0 - Start graduation

Goal	Start of the graduation administration process
Who	Graduation Coordinator together with Education and Student Affairs at the Faculty of Architecture

P0 responsibilities		
Part	**Action**	**Responsible**
Preparation	Register for GEO2010 during education enrollment period.	Student
	Check whether students meet admission requirements.	Education and Student Affairs
Introduction	Attend the introduction lecture to the Graduation Project (given twice a year).	Student
Completion	If student meets admission requirements, make student file in sharepoint	Education and Student Affairs
	Check if all students have file in Sharepoint graduatio registration	Graduation Coordinator

Evaluation 1 P1- Progress review Graduation plan

Goal	Assess whether the student's progress guarantees he/she will be able to meet the requirements for the P2 in time.
Where	Reserved room by Graduation coordinator.
Structure	Presentation Graduation plan
Assessor	Main Mentor Graduation Coordinator
Subjects of assessment	Research and process (see Appendix 1).
Method of assessment	Assessment is based on the P1 assessment criteria (appendix 1). The Main Mentor and Graduation Coordinator give the student a good (+), sufficient (0) or negative (-) indication per aspect.
Method of assessment registration	The assessment is registered on the P1 assessment form in the digital Graduation Registration (Sharepoint) by the Main Mentor.
Consequence of Assessment	The student proceeds: If necessary the Main Mentor advises the student about possible improvements

P1 responsibilities		
Part	**Action**	**Responsible**
Preparation	Schedule day, time and location and inform *student* and *Main Mentor*	Graduation Coordinator
	15 minutes before session, install (if necessary) digital presentation.	Student
At the evaluation	Present draft Graduation plan.	Student
	Fill in "P1 assessment form" (Sharepoint).	Main Mentor
Completion	Complete registration at the assessment form: use notes, advise and make agreements.	Main Mentor
	Within 2 days after P1. Send the assessment form to the student, with email button on the assessment form	Main Mentor

Evaluation 2 P2 – Formal assessment Graduation plan

Goal	The P2 assessment is essential to get admission to GEO2020. The base for succesfully passing the P2 should be the belief that the student can graduate within six months.
Where	Reserved room by Scheduling BK
When	During the fixed weeks according to the academic graduation calendar.
Admission conditions	The enrollment for the P2 evaluation is only possible if the student has obtained all ECTS of the first year with the exception of 1 elective (5 EC) maximum.
Structure	15 minutes presentation 15 minutes questions 15 minutess for appraisal
Assessors *(all required)*	Main Mentor Second Mentor Delegate of Board of Examiners
Subjects of assessment	Research, Presentation and Process (see Appendix 1)
Method of assessment	Assessment is based on the P2 assessment criteria. The mentors give the student a good (+), sufficient (0) or negative (-) indication per aspect The mentors give the student a final conclusion: passed, retake or failed.
Method of assessment registration	The assessment and conclusion are registered on the P2 assessment form in the digital Graduation Registration (Sharepoint) by the Main Mentor.
Consequence of assessment	If a student passes, the chance to graduate within six months is realistic. If the assessment result is "retake", the student does a retake within two weeks, and at result "failed" the student will have to register again for the next P2 period for a new P2 evaluation.
Retake	In case of a "retake" the assessors are convinced that a realistic chance exists the student will be able to pass in 2 weeks. Specific improvement points are described at the assessment form. The main mentor agrees a date and time for the retake with the student, the second mentor and the Delegate of the Board of Examiners. If the mentors and Delegate are not satisfied with results at that date, a "failed" is given, than applies the rule stated under "failed"

P2 responsibilities		
Part	**Action**	**Responsible**
Preparation	Schedule day and time and inform student, Main Mentor and Second Mentor	Graduation Coordinator
	Register P2 request in Sharepoint.	Graduation Coordinator
	Check whether student meets the admission requirements and register in Sharepoint.	Education and Student Administration
	Inform student by email on result admission assessment.	Board of Examiners
	Allocate Delegate of the Board of Examiners and register the appointment in Sharepoint	Secretary Education and Student Affairs (authorized by the board of examiners)
	Write a Graduation Plan (use template)	Student
	Hand in the Graduation Plan to the Mentors and and send Graduation Plan to the Secretariat of the Board of Examiners at least one week before P2.	Student
	Read the Graduation Plan	Mentors and Delegate Board of Examiners
	15 minutes before session, install digital presentation, prepare the session.	Student
At the evaluation	Act as chairman.	Delegate of Board of Examiners
	Present graduation plan, draft research results and draft of graduation project using digital presentation.	Student (See appendix 1 and 2 for exact products for this evaluation)
	Ask questions.	All mentors
	Evaluate academic level of student's presentation and the answers to the mentors' questions.	Delegate of Board of Examiners and all mentors
At the appraisal	Act as chairman.	Delegate of Board of Examiners
	Determine final judgement.	All mentors
	Document the judgement and conclusion on the P2 Assessment form in the digital Graduation Registration (Sharepoint)	Main Mentor

P2 responsibilities		
Part	**Action**	**Responsible**
Completion	Inform the student of assessment. Make arrangements for retake if necessary.	Main Mentor
	Complete assessment form with own notes within two workings days.	Second mentor and Delegate of Board of Examiners.
	Check P2 assessment form on completeness and send it to the student by email, using the button on the Assessment form within five workings days.	Main Mentor
	Check whether forms are all present and filled in correctly. Undertake action if items are missing; register completion.	Education and Student Affairs
	Register P2 completion date in Osiris.	Education and Student Administration

Evaluation 3 P3 - Colloquium midterm

Goal	Determine whether the students progress guarantees he / she will be able to meet on time the requirements for the P4.
Where	Reserved room by Main Mentor.
Structure	15 minutes presentation 15 minutes questions
Assessors	Main Mentor, Second Mentor (optional)
Subjects of assessment	Research, Presentation and Process (see Appendix 1)
Method of assessment	Assessment is based on the P3 assessment criteria (see Appendix 1). The Main Mentor gives the student a positive or negative indication concerning his progress.
Method of assessment registration	The assessment and conclusions are documented on the P3 assessment form in the digital Graduation Registration (Sharepoint) by the Main Mentor.
Consequence of assessment	This is not a formal assessment, it is used as an indicator for the student to know if he/she is on track. No matter what the assessment is, the student proceeds. If necessary, the Main Mentor advises the student about possible improvements.

P3 responsibilities		
Part	**Action**	**Responsible**
Preparation	Schedule day, time and location and inform student and Second Mentor	Main Mentor
	Register scheduled date in digital graduation registration.	Main Mentor
	15 minutes before start evaluation, prepare session.	Student (See appendix 1 for exact definition for required products for this evaluation)
At the evaluation	Present graduation plan and graduation project.	Student (See appendix 1 for exact description of required products for this evaluation)
Completion	Fill in the P3 assessment form. (Sharepoint) Determine conclusion: YES – student made enough progress to register for P4. NO – student didn't make enough progress for P4.	Main Mentor
	Inform the student of assessment; advice on progress.	Main Mentor

	Send the digital asessment form to the student, within 2 days after P3. Register P4 date, preferred time (morning, non, evening) in the Student Progress Overview in the Graduation Registration (Sharepoint)	Main Mentor
	Before regsiering the P4 date check availability Second Mentor and Delegate Board of Examiners	Main Mentor
	Register P3 completion date in Osiris.	Education and Student Administration

Evaluation 4 P4 - Formal process assessment

Goal	Determine whether the content of the research and the presentation meets the requirements to admit the student to the final public presentation (P5).
Where	Reserved room by Scheduling BK
When	During fixed weeks according to the academic graduation calendar.
Admission requirements	Student has obtained all educational components with exception from P4 and P5 assessment by application for P4 assessment.
Structure	30 minutes presentation 15 minutes questions 15 minutes closed deliberation committee Committee informs student about result: GO/NO-GO
Assessors (all required)	Main Mentor Second Mentor Co-reader Delegate of Board of Examiners
Subjects of assessment	Research, Presentation, Process and Project (see Appendix 1)
Method of assessment	Assessment is based on the P4 assessment criteria. The mentors give the student a good (+), sufficient (0) or negative (-) indication per aspect. Finally, the mentors give the student a positive (GO) or negative (NO-GO) judgement on the graduation project.
How is the assessment registered	The assessment and conclusion are registered on the P4 assessment form in the digital Graduation Registration. (Sharepoint).
Consequence of assessment	At result "GO" the student proceeds to the P5; At result "NO GO" the student has to register for a new P4 in the next period (retake P4). The students proceeds, if necessary the Main Mentor advises the student about possible improvements.
Retake	At result "NO GO" the retake will be held in the next P4 period. An appointment must be made with the Main Mentor. If the retake ends in 'NO-GO', an appointment with the study councellors needs to be made.

P4 responsibilities		
Part	**Action**	**Responsible**
Preparation	Fill in the P4 application form and collect signatures from all mentors including the delegate of the Board of Examiners.	Student
	Deliver P4 form to Secretariat Education and Student Affairs.	Student
	Register the P4 applications in the digital graduation registration.	Secretary Education and Student Affairs
	Check whether student meets the admission requirements.	Education & Student Administration
	Inform the student on the result of the admission check	Education & Student Administration on behalf of the Board of Examiners
	Schedule P4 day, time and location .	Scheduling BK

P4 responsibilities		
Part	**Action**	**Responsible**
Preparation	Draft thesis (in PDF) available for all mentors at least 1 week for P4.	Student
	15 minutes before start evaluation, prepare session.	Student (See appendix 1 for exact definition for required products for this evaluation)
At the evaluation	Act as chairman.	Delegate of Board of Examiners
	Present research result/ graduation project.	Student (See Appendix 1 for exact description of the products for this evaluation)
	Ask questions	Both mentors, and co-reader
	Assess academic level of students' presentation and questions of the mentors.	Delegate of Board of Examiners
At the closed appraisal	Act as chairman.	Delegate of Board of Examiners
	Determine final assessment.	Both mentors, and co-reader
	Determine if the student must be advised to consult a academic counsellor.	Both mentors, and co-reader, and delegate of Board of Examiners
	Document the assessment and conclusion on the digital P4 assessment form.	Main Mentor
Completion	Inform the student of the final assessment.	Main Mentor
	If result GO: determine P5 date and register P5 date, preferred daypart and preferred room in digital Graduation Registration (Sharepoint)	Both mentors (date) Main Mentor (register)
	Process graduation document within five workings days (Sharepoint) and send it to student by email, using the button on the assessment form.	Main Mentor
	Check whether forms are filled in correctly. Undertake action if items are missing;	Education & Student Affairs
	Register P4 completion in Osiris	Education and Student Administration

Evaluation 5 P5 - Public presentation and final assessment

Goal	Public presentation and final assessment
Where	Reserved room by Scheduling BK
When	During fixed weeks according to the academic graduation calendar.
Structure	For the student 15 minutes preparation is scheduled, followed by: 30 minutes presentation 15 minutes questions 15 minutes closed appraisal 15 minutes result and graduation ceremony
Assessors *(all required)*	Main Mentor Second MentorDelegate of Board of Examiners
Subjects of assessment	Research, Presentation, Process and Project (see Appendix 1).
Method of assessment	Assessment is based on the P5 assessment criteria. The mentors give the student a mark for: 1. Research (50%) 2. Presentation and questions (20%) 3. Project (15%) 4. Process (15%).
How the assessment is registered	The assessment and conclusions are registered on the P5 assessment form in the digital Graduation Registration (Sharepoint).
Consequence of assessment	All criteria should be awarded with at least 6.0 and the end mark should also be at least 6.0. Student graduates and receives subsequently his / her Master's degree diploma.

P5 responsibilities		
Part	**Action**	**Responsible**
Preparation	Register a preferred P5 date, in the P5 period according to the Graduation Calendar, in the digital registration (at P4 assessment form)	Main Mentor
	Check whether student meets the admission requirements. If yes deliver diploma to Education- & Student Affairs BK.	Education and Student Administration and Central Student Administration.
	Inform student on admission, procedure and P5 obligations	Secretary Eduction and Studentaffairs
	Schedule P5	Scheduling BK
	Print student's blanc P5 mark list	Secretary Eduction and Studentaffairs
	Collect the diploma and blank mark list at Education- & Student Affairs on P5 day.	Delegate of Board of Examiners
	Delivers a printed copy of the final thesis to all mentors, the Delegate of the Board of Examiners and the Director of Education at latest one week before P5.	Student

P5 responsibilities		
Part	**Action**	**Responsible**
	15 minutes before start evaluation, prepare session.	Student (See Appendix 1 for exact definition for required products for this evaluation)
At the evaluation	Act as chairman.	Delegate of Board of Examiners
	Present research results.	Student (See appendix 1 for exact definition for required products for this evaluation)
	Ask questions	Both mentors (in this order: Second, Main Mentor)
	Assess academic level of students' presentation and questions of all mentors.	Delegate of Board of Examiners
At the closed appraisal	Act as chairman.	Delegate of Board of Examiners
	Determine the marks for all 4 criteria and end mark.	Both mentors
	Register all marks on the P5 assessment form in the digital Graduation Registration (Sharepoint) and on the printed P5 mark form.	Main Mentor
	Open diploma envelop and determine if student graduated "Cum Laude"	Delegate of Board of Examiners
Completion	Welcome student and public to diploma ceremony and explain procedure.	Delegate of Board of Examiners
	Inform publicly the student about his / her final results and clarify.	Main Mentor
	Hand out P5 mark list to student	Main Mentor
	Hand out diploma.	Delegate of Board of Examiners
	Sign diploma (both sides).	Student
	Process graduation file within five workings days (Sharepoint).	Main Mentor
	Maximum one week after P5, upload the final thesis (PDF) and final presentation slides (PDF) to the TU Delft repository	Student
	Check whether assessment forms are filled in correctly. Undertake action if items are missing; register completion P5.	Eduction and Student Affairs
	Unsubscribe as TU Delft Student.	Student
	Register P5 result in Osiris.	Education and Student Administration
	After student uploaded final presentation at TU Delft repository: send diploma supplement to student address.	Education and Student Administration

2.0 Particular circumstances

Quorum at evaluations
A quorum is required for the graduation evaluation to be valid.
Quorom for P2: Main Mentor, Second Mentor and Delegate of the Board of Examiners.
Quorum for P4: Main Mentor, Second Mentor, Co-Reader and Delegate of the Board of Examiners
Quorum for P5: Main Mentor, Second Mentor and Delegate of Board of Examiners.

Absence of the Delegate of Board of Examiners
The Board of examiners appoints Delegates of Board of Examiners and Deputy Delegates for all evaluations. If the Delegate of Board of Examiners will be unable to attend an evaluation, she/he asks the Deputy Delegate of Board of Examiners to replace her/him. The Deputy Delegate of Board of Examiners is registered in the digital graduation registration by the Secretary of the Education and Student Affairs.

Absence of a Mentor
If it is known in advance that a Mentor will be unable to attend, a presentation must be held for that Mentor prior to the evaluation. The assessment and signature of the Mentor concerned must be written down in an extended letter of at least 2 pages with comments and feedback. This letter must be given to the Delegate of the Board of Examiners in a closed envelope. At the appraisal this assessment will be taken into account by the other mentors for determining the final assessment.

At unexpected absence there will be looked by the main mentor and other present mentors for an exam authorized deputy within the same academic field. The Secretariat of the board of Examiners is also informed by the main mentor or external examiner about this absence. The evaluation should preferabily be continued and the final assessment should be determind after hearing the absent mentor.

The determination for a GO / NO-GO or the registration of the marks on the final mark lists only take place after consulting the absent Mentor by phone. If this isn't possible final judgement at the P4 is postponed. At the P5 a "pass" is registered for the involved academic field. In both cases a meeting with the absent Main Mentor/Daily Supervisor takes place on the shortest possible term, to determine a final conclusion. At doubt or on request of the student, it may be decided that an extra presentation must be held.

Problems in the appraisal
It may occur that the appraisal does not lead to an assessment. The Delegate of Board of Examiners informs the student on this situation and explains the applied procedure and the corresponding terms. Subsequently he / she collects the presented products and presents the problem to the chairman of the Board of examiners.
The chairman of the Board of examiners will reconvene the mentor team and the Delegate of Board of Examiners for a reappraisal, which he will chair, in which he will attempt to achieve consensus. In case of failing he will make a final decision.

2.1

Special qualifications

Cum Laude[1]
A student graduates 'Cum Laude' for the Master's degree audit if the Board of Examiners decides to grant this distinction and the following requirements have been met:

1. the weighted average of the results of the Master's courses, not including the Master final Project (45 EC) is at least 8.00; passes (v) and exemptions (vr) will not be taken into consideration.
2. the number of credits for the subjects for which a pass (v) has been earned or for which an exemption (vr) has been granted may not exceed 20 credits in total.
3. the final mark for the public presentation is at least 8.0.
4. and the Master programme is completed within 2 Academic years and one semester.

[1] *The complete system is described in Article 35 of the Rules and Regulations of the Board of Examiners,, Master Geomatics.*

Honourable mention[2]
On intercession of the mentor and approval of the Delegate of the Board of Examiners, the predicate "honourable mention" may be attached to the examination result. The condition for this is that the examinee achieved a mark 8,5 or higher for the graduation project.
A student who graduates Cum Laude can not be given a honourable mention.
The student is informed on the honorable mention at the diploma ceremony. The written honorouble mention will be handed over to the student within two weeks afters the final presenation.
Therefor the mentor must hand in the text for the honourable emntion within one week afetr the P5 at the Secretary of the Board of Examiners.

[2] *The complete system is described in Article 36 of the Rules and Regulations of the Board of Examiners,, Master Geomatics.*

Appendix 1

Evaluation criteria

Note: consult your Main Mentor the exact interpretation of the requirements.

P1	P2	P3	P4	P5
Product: *Preliminary graduation plan*	***Product:*** ***F****inal graduation plan*	**Product:** *Preliminary products proposed in P2*	**Product** *Master's thesis report*	**Product** *Final master's thesis report*
Research ▪ motivation/problem field/ relevance ▪ problem statement ▪ objectives ▪ research questions ▪ theoretical framework ▪ methodology ▪ preliminary project and results ▪ preliminary choice of case	***Research*** ▪ motivation / problem field /relevance ▪ position in the academic and professional debate ▪ problem statement, objectives, research questions, ▪ approach, theoretical framework, methodology ▪ references ▪ preliminary project set up and results	***Research*** ▪ methodology ▪ link theory-design & planning ▪ preliminary conclusions	***Research*** ▪ motivation / problem field / relevance ▪ theoretical framework ▪ methodological framework ▪ analyses, research results ▪ conclusions / recommendations ▪ references	***Research*** ▪ motivation / problem field / relevance ▪ theoretical framework ▪ methodological framework ▪ analyses, research results ▪ conclusions / recom-mendations ▪ references
	Presentation ▪ written, oral, graphics and demo	~~***Presentation***~~ ▪ ~~text, oral, graphics and demo~~	***Presentation*** ▪ written, oral, graphics and demo	***Presentation*** ▪ written, oral, graphics and demo
Process ▪ planning	***Process*** ▪ academic attitude: evidence based, logical, critical ▪ planning	***Process*** ▪ academic attitude: evidence based, logical, critical ▪ planning	***Process*** ▪ academic attitude: evidence based, logical, critical ▪ planning	***Process*** ▪ academic attitude: evidence based, logical, critical
			Project ▪ originality and scientific level ▪ professional significance ▪ independence and own initiative ▪ planning and compliance with planning ▪ conducting research ▪ controlling the subject ▪ being able to make assessment	***Project*** ▪ originality and scientific level ▪ professional significance ▪ independence and own initiative ▪ planning and compliance with planning ▪ conducting research ▪ controlling the subject ▪ being able to make assessment ▪ *reflection on the valua of the graduation research in the larger social and scientific framework*

Appendix 2

Content of Graduation plan

Graduation Plan

The graduation plan consists of at least the following data/segments:

Personal information	
Name	
Student number	
Address	
Postal code	
Place of residence	
Telephone number	
E-mail address	
Graduation committee	
Main mentor	(name and specialisation)
Second Mentor	(idem)
Title	
Title of the graduation research	
Research	
Problem Statement and relevance	
What is the scientific problem that will be solved / investigated? Why is it important? Discuss: the value of the graduation research in the larger social and scientific framework	
Research questions and scope	
Define the main research questions that you plan to answer.	
Background information and related work	
Overview of all topics related to your main research question.	
Methodology	
A description of the methodology you planto use to answer your research questions	
Time planning	
A scheme of the division of the workload of the graduation research in the timeframe. The submitted Graduation document might be rejected if the planning is unrealistic.	

Appendix 3

Reflection

The reflection is a standard component of a scientific thesis. The reflection is NOT a separate document or distinct chapter, but integrated in the Introduction and Conclusions of the Thesis in the form of a text, with diagrams and sketches for purposes of illustration and clarification.

In the reflection the student uses a short substantiated explanation to account for the results of the research in the graduation phase (product, process, planning).

Depending on the research, reflection on a number of the following aspects should be included (you may choose in which order).

Aspect 1
The relationship between the methodical line of approach of the Master Geomatics and the method chosen by the student in this framework.

Aspect 2
The relationship between the conducted research and application of the field geomatics.

Aspect 3
The relationship between the project and the wider social context.

Appendix 4

Reference to official regulations

Subject	Registered at	Article
Structure of the degree programme	*Individual degree programme section of the Student Charter, Master of Science Geomatics for the Built Evironment 2016-2017.*	Chapter 1.4.1 Article: 10
Graduation work	*Student Charter, Part III: Implementation Regulations of the Teaching and Examination Regulations, Master of Science Geomatics for the Built Environment, 2016-2017*	3.7
Further rules governing Master final Project	*Student Charter, Part VI: Rules and Guidelines of the Board of Examiners, Master of Science Geomatics for the Built Environment, 2016-2017*	Chapter 4.5 Article: 26, 27, 28 en 29
Pass and fail rules and transition ruling	*Student Charter, Part VI: Rules and Guidelines of the Board of Examiners, Master of Science Geomatics for the Built Environment, 2016-2017*	Chapter 4.7 Article: 32, 33 en 34
Conferring the predicate “Cum Laude”	*Student Charter, Part VI: Rules and Guidelines of the Board of Examiners, Master of Science Geomatics for the Built Environment, 2016-2017*	Chapter 4.8 Article: 35 en 36
Degree certificates and results achieved	*Student Charter, Part VI: Rules and Guidelines of the Board of Examiners, Master of Science Geomatics for the Built Environment, 2016-2017*	Chapter 4.9 Article: 37 en 38

Change log

2016/17	co-reader is only available at P4 for external assessment. The co-reader is not grading.
2016/17	the reflection is an integrated part of the thesis in the introduction and conclusions.
2016/17	the admission criteria for GEO2010 have been reduced.
2016/17	compulsory introduction lectures have been added in GEO2010