STUDIEVERENIGING KOers
CONSTRUCTIEF ONTWERPEN

Graduation Guide SED @ TU/e

STRUCTURAL ENGINEERING AND DESIGN | ARCHITECTURE, BUILDING & PLANNING

Graduation Guide
SED @ TU/e

STRUCTURAL ENGINEERING AND DESIGN | ARCHITECTURE, BUILDING & PLANNING

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Department of the Built Environment
Master Program | Architecture, Building & Planning (ABP)

Eindhoven University of Technology

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1 | In general

The graduation is the final course to be followed to finish the master program Structural Engineering and Design at TU/e. The total scope of the graduation amounts 45 ECTS; thus, an individual study charge of 1344 hours. The credits for the graduation are obtained after examining the final presentation and graduation project report.

In order to kick-start your graduation project, Study association KOers and the Structural Engineering Design Unit will have 2 information meetings during an academic year in which a step-by-step approach and guideline will be presented. Additionally, this document can serve as a guideline and checklist.

Note that this document is merely a guideline, interpretation and summary of the Regulations of the Examination Committee Built Environment composed by KOers in collaboration with the Unit Structural Engineering and Design. This is not an official published regulation and no rights can be derived from this document. Additionally, the document is subject to changes, make sure you use the most recent version.

2 | Application & participation

Requirements

Every student who would like to start graduating should meet the requirements:

- The student has a Bachelor Degree Architecture, Urbanism and Building Sciences (AUBS) or passed the intermediate program successfully.
- The Examination Committee has approved the personal study plan of the student.
- The student has at least accumulated 55 ECTS and no more than 20 ECTS remain open.

Regarding this last requirement it should however be noted that it is strongly advised to finish all courses before starting the graduation project.

2.1 | Preparation

When the student meets the requirements as mentioned in the previous section, he or she may start with the graduation project. Preparation of the graduation project preferably starts during the last quartile before the graduation project is started officially. Visit the information meetings from KOers and the Structural Engineering and Design unit and start orientating on the graduation possibilities within the SED unit.

2.1.1 | Graduation topics

Graduation projects may be research or design projects, or a combination of both. Projects should be of sufficient complexity and academic in nature to satisfy the requirements of a master title at the university level. Ideally, projects contribute to the strategic areas of the university and/or research programs of the department.

The unit Structural Engineering and Design offers broad possibilities in graduation subjects which are offered in several Chair groups and underlying chairs:

- Innovative Structural Design (ISD)
- Applied Mechanics and Design (AMD)
- Steel and Aluminium Structures (SAS) *including:*
  - + Timber Structures
- Concrete Structures & Masonry structures (CMS) *including:*
  - + Special concrete constructions
  - + Sustainment of concrete structures

Students may come up with a topic themselves, decide on a topic within a certain chair together with a professor or choose one of the 'ready-made' topics that professors/chairs offer.

The following tips may be of help at finding a topic:

- Orientate which options (choices) there are
- Shop (visit several Professors) to find specific topics for your graduation project
- Check the list of publications of professors
- Check (library) graduation reports from last year
- Check and ask fellow students who already have started
- Visit mid-term or final colloquia
- Talk to PhD students

2.1.2 | Guidelines for graduating with two or more students

Overall, the graduation project is an individual project. However, it is allowed to perform the graduation project with two or more students. The thesis should be composed in such a way that it is recognizable and demonstrable what the various separate contributions were from the concerned authors that could be assessed. The members of the Graduation supervising committee see to it that this will be the case.

2.1.3 | The Graduation Supervising Committee

On commencement of the graduation project, the student must initiate the establishing of a Graduation Supervising Committee consisting of at least three members authorized to conduct the Final Examination, of whom at least two are members of the academic staff of the ABP Department of the TU/e.
The committee is constituted as follows:

1. At least one member of the Graduation Supervising Committee must be a Professor or Associate Professor and occupy a chair or Associate Professorship in the competence area of the graduation project.
   The Professor or Associate Professor is chairman of the Graduation Supervising Committee. The chairman is mandated by the Examination Committee to compile the Graduation Supervising Committee and to lend examination authority to external members (Exam regulations Article 1.3, 5 g) under the conditions formulated below.
2. A faculty member with relevant expertise related to the topic of the graduation project.
3. A third member with relevant expertise related to the topic of the graduation project.
   The third member of the Graduation Supervising Committee can be an external expert. The external expert must be a subject specialist who does not work in the Department of the Built Environment TU/e.
   Normally the external expert must be a University graduate. However, in special cases a HBO diploma is acceptable if the external expert possesses a demonstrable, high level of expertise. The chairman of the Graduation Supervising Committee makes sure that the external expert meets these requirements.

Requests to deviate from the above must be submitted to the Examination Committee of the Built Environment of the TU/e, with argumentation and with the approval of the chairman of the Graduation Supervising Committee. The form to request an exception/approval of an external member is provided on https://intranet.tue.nl/en/university/departments/built-environment/education/ecb-for-you-and-me/regulations/

The members of the Graduation Supervising Committee evaluate the graduation project. Any persons who have been involved in the graduation process may act only as advisors. They have no formal influence on the assessment.
The possible chair persons of the Graduation Supervising Committee within the unit of Structural Engineering and Design is shown below, subdivided in the several chairs:

STRUCTURAL ENGINEERING AND DESIGN	Professor (Hoogleraar)	Associate Professor (Universitair hoofd-docent)	Assistant Professor (Universitair Docent)
Innovative Structural Design (ISD)	prof.Dr.-Ing. P.M. Teuffel	dr.ir. S.P.G. Moonen	ir. R. Blok ir. A.P.H.W. Habraken ir. A.D.C. Pronk
Applied Mechanics in Design (AMD)	prof.dr.ir. A.S.J. Suiker	dr.ir. H. Hofmeyer	dr.ir. E. Bosco dr. ir. P. Poorsolhjouy
Steel and Aluminium Structures (SAS)	prof.ir. H.H. Snijder (Steel) prof.dr.ir. J. Maljaars (Aluminium)		dr. ir. D. Leonetti (Steel)
Concrete & Masonry Structures (CMS)	prof.dr.ir. T.A.M. Salet (Concrete) prof.ir. S.N.M. Wijte (Sustainment of Concrete Structures)		dr.ir. F.P. Bos dr.ir. R.J.M. Wolfs dr. ir. S. Lucas

2.2 | Application

Students eligible for entering the graduation phase need to subscribe by:

1. Handing in their Personal Study Plan to the secretary of the Examination Committee & get it approved. (see https://studiegids.tue.nl/opleidingen/graduate-school/masters-programs/architecture-building-and-planning/planning/personal-study-plan-psp/?L=0)
2. Enrolling in Osiris for the course 7K45M0 Graduation Project Structural Engineering and Design, before the closing of the registration term of the particular starting quartile.
3. Inform the secretariat of Structural Engineering and Design that you start your graduation project and mention who is in your Graduation Supervising Committee (as far as you already know).

3 | Graduation project & Planning

3.1 | Starting your graduation project

Whenever the student has prepared his/her graduation project by choosing a subject, establishing a Graduation Supervising Committee, and submitting the required forms and approvals, the student can start working on the actual graduation project.
In order to streamline your graduation process, it is strongly advised to determine several aspects together with your supervisors.
Plan with your Graduation Supervising Committee your graduation process:

- How long are you planning to work on your graduation project (3 quartiles/1year).
- How many colloquia will you be having (see also 3.2 | Colloquia).
- What are the provisional dates for the colloquia.
- What are the global products which need to be presented during these colloquia.
- Is it desirable to write a graduation plan? (for a guideline see attachment A | Guideline graduation Plan)
- What will be the scope of your literature study & when must this be finished (will the literature study be an extensive part of your graduation project or more like a necessary introduction to your graduation topic).
- Plan your meeting frequency & dates upfront.

3.2 | Colloquia

During the graduation project the student gives or presents at least two public colloquia, which are intended to stimulate interaction between master students, PhD students, postdocs and members of the department:

- a starting colloquium | Presentation of a detailed plan for the graduation project & possible literature study
  and/or:
- an in between colloquium | Intermediate presentation with a formative assessment.
- a final colloquium | Final presentation with a summative assessment.

Final colloquia are professional meetings and must be public and announced at study association KOers in advance. The final colloquium has to be scheduled by the secretariat of SED to make sure all requirements for the colloquium has been met, the colloquium is in everyone's agenda and the committee has the forms that have to be filled in.
The quality of the work that a student presents is part of the assessment. Directly after the final colloquium a closed meeting will take place with the Graduation Supervising Committee. After about 15 to 30 minutes, the student will be informed on the final evaluation result and a motivation of the results (based on the assessment criteria from the next section).

A report of the graduation project consists of a written thesis, possibly supplemented by illustrations or other media. The thesis must be submitted both as 'hard copy' and as 'digital document', namely in PDF format. The deadline will be before the final colloquium in consultation with the Graduation Supervising Committee. For more information on the requirements regarding the graduation thesis see attachment B | Graduation Thesis.
The secretariat archives a digital version of your final thesis and will hand over your signed thesis and the assessment form graduation project 7K45M0 to the Examination Committee.

3.3 | Assessment

In the evaluation of the graduation project the following aspects are taken into consideration:
- The product: the quality of the content of the project,
- The process: the organization and implementation of the project, and their planning,
- The presentation: the manner of presentation and reporting.

If weighing factors relating to these aspects must be taken into account, they must be made known in advance. If weighing factors don't play a role in the final evaluation, the final mark will be given by the graduation supervising committee to the student.
Each member of the Graduation Supervising Committee carries the same weight in the assessment. The student who is graduating is informed of the arguments that have formed the basis of the assessment.

The Graduation Supervising Committee uses the assessment criteria tables see:
https://assets.studiegids.tue.nl/fileadmin/content/Faculteit_BWK/GS_ABP/_Downloads/Assessment%20Form%20Graduation%20Project%20ABP.pdf

4 | After the graduation project – Registering for the exam meeting

When you are about to finish your Master program, you have to apply for the so-called final exam in Osiris. The Examination Committee will check whether you have fulfilled the requirements of the program and will decide if you pass the final exam. This takes place during a meeting of the Examination Committee. If you have passed the final exam you will be invited to one of the diploma award ceremonies to receive your diploma.

For more information please see the TU/e website:
https://intranet.tue.nl/en/university/departments/built-environment/education/ecb-for-you-and-me/regulations/application-final-exam/

Requirements for the meeting of the Examination Committee:

Students must meet the following requirements before a student's graduation is considered in the meeting of the Examination Committee.

- The student must register at least two weeks before the meeting of the Examination Committee via internet at https://tue.osiris-student.nl/. See the closing dates that are listed there for registering for the Final Examination.
- The assessed and signed thesis (hard copy + Pdf version) must be submitted to the Education Office at least 2 weeks before the meeting of the Examination Committee.
- The thesis must have been checked for fraud with the software that is commonly used on the TU/e. A proof of the check has to be handed in.
- All the assessments of course elements, project work (including the graduation project), and portfolio elements must be submitted to the Education Office at the latest 5 working days before the meeting of the Examination Committee.
- The official form for the assessment of the graduation project (Annex 8b of the Examination Regulations) must be submitted to the Education Office at least 5 working days before the meeting of the Examination Committee.
- All requirements of the graduation project must have been met.
- The final colloquium must have been held.

The Examination Committee checks if all requirements are met. If this is the case it pronounces that the student has passed and will receive the Masters degree. This examination shall take place without the presence of the student.

What the student has to hand in:

- Sign the code of conduct and hand in at the secretariat of SED, see: https://www.tue.nl/en/our-university/about-the-university/integrity/scientific-integrity/
- A hard copy of his/her thesis (signed by the chairman of the graduation committee) at the secretary of the Examination Committee. This must have been submitted at least two weeks before the meeting of the Examination Committee and have been checked for fraud. A prove of the latter must be present. Up to one month after the meeting of the Examination Committee it is possible to pick up your hard copy thesis at the reception of Vertigo.
- A digital version of the thesis in PDF format (Adobe) at least two weeks before the meeting of the Examination Committee by e-mail or for example SURFfilesender or WeTransfer to Examination.Committee.BE@tue.nl. The digital version will be published on http://repository.tue.nl/. Note: If the final report is not fully accessible to public, the student can contact the secretary of the Examination Committee (embargo regulation).

According to the Education and Examination Regulations, there are at least three opportunities per year for taking the Final Examination. In principle, the Examination Committee convenes a meeting at the last Tuesday of every month, excluding the academic holidays, at which it determines the result of the final examinations of the students who have registered for it in accordance with the rules. The dates of these meetings are announced centrally on behalf of the Examination Committee prior to the beginning of the academic year.
(https://intranet.tue.nl/en/university/departments/built-environment/education/ecb-for-you-and-me/ecb-calendar/)

The student receives the final diploma (in Dutch and English), only if the student has registered, and the Examination Committee has declared that the student has passed. The diploma award session will take place six times a year. A week before the ceremony you will receive by e-mail an invitation with information about the exact time.

5 | Step-by-step graduation

Checklist at the start of your graduation project

1. Visit the information meeting organized by the Unit & KOers.
2. Hand-in your Personal Study plan at the Examination Committee and get it approved.
3. Find a graduation subject
    a. Look at the available project on the site of the unit
    b. Look at the public memo boards for available projects
    c. Plan an information meeting with a group of students with a professor
4. Plan a meeting with your professor to 'claim' a project and arrange a graduation committee.
5. Inform the secretariat of Structural Engineering and Design that you start your graduation project and mention who is in your Graduation Supervising Committee (as far as you already know).
6. Plan a meeting with your graduation committee / the head of the graduation committee to plan your graduation:
    a. The timespan of your graduation project
    b. The presence of a literature study and starting colloquium
    c. The moment of your in-between colloquium and the required progress of the project by then
    d. The moment of your final colloquium and global final level
7. Decide upon the frequency of your meetings and plan the dates ahead.

Checklist for your graduation plan

1. Discuss the need for a graduation plan.
2. When it is required, make sure to include all sections as mentioned in attachment A | Guideline graduation Plan.

Checklist during your graduation project

Make sure your Graduation Supervising committee is complete and if necessary get your external member approved by the Examination Committee with the corresponding form, see https://intranet.tue.nl/en/university/departments/built-environment/education/ecb-for-you-and-me/regulations/

Checklist for your graduation thesis

1. Make sure your graduation thesis meets the requirements as stated in the PER in annex 8, among others:
    a. It is not allowed to use logos on the cover of your thesis of third parties.
    b. The checklist for the graduation thesis is under construction, for concerns about satisfying the conditions, you can contact the secretary of SED.

Checklist at the end of your graduation project

1. Discuss with your Graduation Supervising Committee the aspects on which you are graded and the possible difference in 'weight' of the various aspects of your graduation (Process, Product and Presentation). Discuss the use of the assessment aspects.
2. Plan & announce your final colloquium (announce it also at KOers)
3. Sign in for the Exam Meeting
4. Sign the code of conduct and hand in at the secretariat of SED, see: https://www.tue.nl/en/our-university/about-the-university/integrity/scientific-integrity/
5. Hand in the approved thesis with signature at the educational office two weeks before the meeting of the Examination Committee

6. Hand in a digital version of the thesis in PDF format (Adobe) at least two weeks before the meeting of the Examination Committee by e-mail with the following description: lastname_IDnumber as one PDF via for example WeTransfer to Examination.Committee.BE@tue.nl

Attachments

A | Guideline graduation Plan

The Master track Structural Engineering and Design of the Department of the Built Environment of Eindhoven University of Technology is completed with a graduation project (7K45M0). The graduation project starts by making a graduation plan, including the components as described below.
The goal of the graduation plan is to make an appropriate planning of the rest of the graduation project and to establish which actions can be done in the allocated time (the extent of a graduation project is 45 ECTS).
The graduation plan should have the following components:

1 Title page

a) Title: the title should be brief and descriptive, covering the topic of the graduation project; Sub title: "GRADUATION PLAN for the final graduation project of the Master variant Structural Engineering and Design of the master 'Architecture, Building and Planning' at Eindhoven University of Technology;
b) Name, email and identity number of the student;
c) Date (and when applicable version number)
d) Names of the members of the graduation committee.

2 Table of contents

The table of contents gives the structure of the graduation plan, broken down into chapters and paragraphs.

3 Plan of action

This chapter includes the following sections:

a) Problem definition and/or reason;
b) Objective (research or design);
c) Methodology (methods and techniques to reach the desired objective);
d) Final product: master's thesis with attachments;
e) Risks that may be recognized (e.g. for graduation within a company or time delays due to ordering specimens for testing, etc.).
f) Competences to be developed further during the graduation project.

4 Phases of the project

This chapter of the graduation plan describes the, usually three, phases of the graduation project. The extent of the graduation project 7K45M0 is 45 ECTS, i.e. for a nominal student approximately 1300 hours of work. This means the project is intended to be done (doable) in three quartiles. Ideally, each quartile should be finished with a presentation (colloquium).
This results in the following rough outline which must be further elaborated in the graduation plan:

Phase 1 Problem description, literature study and analysis, planned actions for the rest of the graduation project (e.g. design activities and/or experiments and/or numerical simulations).
Start colloquium
Phase 2 Performing the first part (approximately two third) of the planned actions.
Midterm colloquium
Phase 3 Finishing the planned actions, taking into account changes and suggestions given during the midterm colloquium.

Final colloquium.

5 Project control
A time schedule of the planned actions, as mentioned in Chapter 5 is presented. For example in a scheme with on the horizontal axis, the dates and in vertical direction a break down into detailed descriptions of activities to be done.
Furthermore, information about the written and oral deliverables of the graduation project will be provided, such as graduation plan, colloquia, intermediate reports, draft(s) of the thesis, meetings with the graduation committee, etc.

Further notes for your graduation project:
The graduation report must comply with the requirements of the Master information of the Department of the Built Environment, TU/e; the final report is written in the English language.

Quoting and referencing
Information on and rules for quoting and referencing can be found at: on the website of TU/e Skillslab
You also signed a declaration of scientific conduct form.

B | Graduation Thesis

B.1 | Guidelines for the thesis

A report of the graduation project consists of a written thesis, possibly supplemented by illustrations or other media. The thesis must be submitted both as 'hard copy' and as 'digital document', namely in PDF format.

*The thesis **must** meet the following **requirements**:*

- **Graphic and textual execution**
  The graphic execution of the thesis must be in accordance with the meaning and quality of its contents. It should always be clear that it concerns a thesis. Neither in the graphic design nor in the title or other remarks in the thesis the suggestion should be made that the thesis is a report of the regular staff of the department or research institutes of the TUe or a publication of an external institute or enterprise.

- **Title page**
  The thesis must be provided with:
  - A title (the (sub)title must indicate accurately the subject of the thesis; the thesis becomes accessible for other interested parties via key words taken from the title)
  - surname and initials of the student and his student number
  - graduation date
  - names of the members of the Graduation Supervising Committee
  - the name of the course and the University
  - students who bear a title or have already graduated from another education program are strongly advised not to mention those grades or titles in the thesis. The thesis will provide the author(s) with the grade of Master of Science or title of ir. (ingenieur) after all. Obtaining the exam already shows that the thesis is worth a Master of Science degree or ir. Title. Mentioning another title or grade arouses the wrong suggestion of the content of the thesis and the status of the author (s).

- **Summary**
  The Summary must summarize the main lines of the thesis. The Summary has to be readable independent of the thesis.

- **Table of contents**
  The Contents List reflects the structure of the thesis, organized in chapters and sections. Appendices, figures, tables, etc. must be listed separately.

- **Introduction**
  The Introduction states:
  - The problem definition/objective of the thesis,
  - The practical/social and/or theoretical/scientific importance of the thesis,
  - The organization of the thesis.

- **Approach**
  The thesis includes a description of the working method used. What theories / methods / techniques have been used to achieve the goal of the research and/or design, and how have these theories / methods / techniques been applied during the graduation project?

- **Activities**
  The activities that have led to the final results are discussed.

- **Results**
  The results obtained are presented in the thesis in a well-organized manner.

- **Discussion of the results**

- **Conclusions, recommendations, and/or reflection**
  If the graduation project lends itself to this, the most important conclusions resulting from the project should be stated, and recommendations for possible follow-up projects should be given. In any case, the project must be critically evaluated (has the objective been achieved, what could have been done better, etc.?)

- **Word(s) of thanks**
  If a student wants to take up a word of thanks in his/her thesis then it is recommended to be brief. A thesis is not a personal outpouring but a professional piece of work. As a guideline the word(s) of thanks should have a size of in total 300 words maximum. The word(s) of thanks should be restricted to people who have actually contributed to the final project.
  A word of thanks will be taken up in the thesis after the table of contents or in the end before the references are mentioned.

- **Literature**
  The thesis includes a list of references to the literature used and other sources consulted. (See also the Rules for Citations and References, below).

- **Intellectual property/ copyright**
  Intellectual property is held by Eindhoven University of Technology (TU/e) and partially by the author of the thesis. This implies that TU/e has the right to make use of the author's work without his/her permission and vice versa. The TU/e mentions the author when he/shemappreciates mentioning and vice versa the author mentions TU/e and the supervisors if they appreciate mentioning. If the author states that there copyright on a thesis than should be mentioned that TU/e holds that copyright.

- **Embargo regulation intellectual property/copyright**
  The graduation supervisor can declare that the final thesis of the graduation is public or confidential for max. 2 years. The Examination Committee has to give an approval for this. If approved the publication date (two years from now) should be mentioned in the report Confidential after 2 years; The Examination Committee has to give an approval for this. NOTE: - include the publication date (two years from now) in the report - a public version of the thesis is required for publication Please hand in two copies of the thesis, respectively a public version and a confidential version at the secretary of the Examination Committee. After the meeting of

the Examination Committee the student can pick up the confidential version at the secretary of the Examination Committee. The public version of the thesis will be of public access through the website of the TU/e immediately while the confidential version will be accessible after a one year period.

B.2 | Rules for Citations and References

The use of another person's work is permitted as long as the sources are reported clearly. If a student does not report sources consulted, he is guilty of plagiarism. The following rules apply for citations and references.

1. Making use of a spoken text

The quoted text can be presented in italics between quotation marks, giving the name of the person cited and, if known, the year in which the statement concerned was made.

2. Making use of a written text

In this case the text is quoted (possibly in italics) with the following information (depending on the source):

- Surname and initials of the author(s), title of the book, year of publication (in brackets), publisher (name and place), and the page numbers concerned (pp ..-..),
- Surname and initials of the author(s), title of the article, name of the journal, volume and number, and the page numbers concerned (pp..-..),
- Surname and initials of the author(s), title of the report, year (in brackets), publisher (name and place), and the page numbers concerned (pp ..-..),
- Surname and initials of the author(s), title of the article, name of the newspaper, date, and page number,
- Title of the brochure / document, year of publication, name of publisher (manufacturer, supplier, organization etc.),
- Internet website: http address and date, author(s), initial(s), name of the site, name of the company or institution (if known).

The following two methods are the most common for referring to sources in the body of the thesis.

- Numbers between square brackets that refer to the literature list at the end of the thesis.
- Name(s) of author (s) and year between curved brackets (name, year) that refer to the literature list at the end of the thesis.

In different scientific disciplines different kinds of styles are used for referencing to documentation sources and the description of titles of publications. A well-known style is the Vancouver style. This style is developed by the ICMJE (International Committee of Medical Journal Editors). For more elaborated information see the site of the ICMJE: www.icmje.org

The Vancouver-style uses notes. According to this (number referencing) system refer numbers in a text to the list of quoted documents at the end of a publication. Super text is preferred but it is also allowed to place number between brackets. When is referred to multiple sources simultaneously subsequent numbers are divided by a hyphen and not subsequent number by a comma.

3. Making use of drawings and photographs

In this case the name of the artist or photographer must be stated immediately below the drawing or photograph being reproduced. On publication of the thesis, royalties must be paid to these third parties. This also applies for images copied from internet if they are copyrighted.
These rules are taken from: Herwijnen, F. van, (2003) Plagiaat= fraude, Bouwpers, number 10, volume 19, pp 9-10

4. Making use of logos and names of commercial institutes or companies

- Making use of the TU/e logo is only permitted when the author meets the demands of a thesis. It should be clear that it concerns individual graduation work of a student. The TU/e logo should be used in a proper way in accordance with the house style. The design of the cover of the thesis is restricted to the house style regulation of the TU/e. The logo has to meet the graphic requirements such as sharpness and accurate colors. If the author does not meet these requirements correctly this can lead to a claim of the TU/e.
- It is not allowed to use logos on the cover of the thesis of third parties, even when they have financially contributed to the thesis or to the final project.
- An exception can be made if logos are used who illustrate the content of the final project. The copyright is fully applicable in this case. Using logos can be a matter of quoting rules but it will surely needs permission of the party in question. A lot of commercial institutions and companies supervise abuse of their corporate identity carefully.
- It is not allowed to mention names of third parties on the cover or title page of the thesis. An exception is made in the case that a company or institution is mentioned where a member of the Graduation Supervising Committee works. The mentioning of the name of an institution or company must take place direct behind the name of the actual member of the Graduation Supervising Committee in the same font and character size.
- It is allowed to mention names of third parties who have contributed to the graduation project elsewhere in the thesis in an appropriate way.
- It is not allowed to take up advertising in the thesis unless advertising is a functional subject of research within the framework of the graduation project or otherwise used for illustration purposes. Copyright and quoting rules are also applicable in such cases.

5. Unity of graduation / Self quotation

- The content of a thesis should relate to the final graduation project itself. The thesis should make up a unity as usual in scientific and professional reports. Results of separate exercises, earlier written articles and reports, results of subjects and reports of excursion should not be part of the thesis.
- In extension to this self- quotation should be avoided, unless self- quotation is absolute necessary for the graduation itself. Self-quotation is not allowed in the thesis. Common references should be used.

Submitting the thesis

Every thesis must bear the signature of the chairman of the Graduation Supervising Committee. Every thesis must be accompanied by a summary article in the form of a separate Appendix, containing a brief overview of:

- the objective of the graduation assignment,
- the methods and means used to achieve this objective,
- the results and conclusions set against the goals originally defined.