**Planning your Graduation Project
Structural Design (7K45M0)**

The Master variant Structural Design of the Department of the Built Environment of Eindhoven University of Technology is completed with a graduation project (7K45M0).

([Graduation project (tue.nl)](https://educationguide.tue.nl/programs/graduate-school/masters-programs/architecture-building-and-planning/curriculum/graduation-project/))

When a student starts with his/her graduation project, the Examination Committee (ECB) must approve the personal study plan. ([Personal Study Plan (PSP) (tue.nl)](https://educationguide.tue.nl/programs/graduate-school/masters-programs/architecture-building-and-planning/personal-study-plan-psp/)).

Register for course 7K45M0 in Osiris. This is important; if you do not register, you will not have access to Canvas.

The goal of the graduation plan is to make a planning for the entire graduation project. To establish this, it is advised to take the following actions.

For double tracks, see: [Double tracks (tue.nl)](https://educationguide.tue.nl/programs/graduate-school/masters-programs/architecture-building-and-planning/curriculum/double-tracks/)

The graduation project starts by making a plan, including the components described below.

The graduation plan should have the following components.

**1 Table of contents**

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

**2 Introduction**

The introduction motivates the choice of specialization and graduation topic and describes the social relevance and scientific value.

In addition, a summary of the previous project work in the Master phase is required, as far as relevant for choosing the specialization and the graduation topic.

**3 Plan of action**

* This chapter includes the following sections:
* Problem definition and/or reason;
* Objective (research or design);
* Approach/methods (methods and techniques to reach the desired objective);
* Final product: master’s thesis with attachments;
* Risks that may be recognized (e.g. for graduation within a company or time delays due to ordering specimens for testing, etc.).
* Competences to be developed further during the graduation project.

**4 Phases of the project**This chapter of the graduation plan describes the three phases of the graduation project.

The extent of the graduation project 7K45M0 is 45 study points, i.e. for a nominal student, approximately 1300 hours of work. This means the project should be done (doable) in three quartiles. Ideally, each quartile should finish 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, and 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**This chapter includes the following sections.

5.1 Time control
A schedule of the planned actions, as mentioned in Chapter 5, is presented with, on the horizontal axis, the dates and, in vertical direction, a break down into detailed descriptions of activities to be done.

5.2 Quality control

The graduation report should comply with the requirements of the Master information of the Department of the Built Environment, TU/e; the final report should be written in English. In addition, the size of the final report should be limited to a maximum of 100 pages, excluding attachments.

Besides the obligatory summary in English, it is recommended to add a summary in Dutch.

5.3 Deliverables

Written and oral information about the graduation project should be provided, for example, a graduation plan, colloquia, intermediate reports, draft(s) of the thesis, meetings with the graduation committee, etc.

5.4 Quoting and referencing
For more information regarding the rules for quoting and referencing, see: [Scientific Integrity (tue.nl)](https://www.tue.nl/en/our-university/about-the-university/integrity/scientific-integrity/)

You also have to sign the scientific conduct form. ([Declaration TUe Code of Scientific Conduct MSc thesis 2020.pdf](https://assets.tue.nl/fileadmin/Declaration%20TUe%20Code%20of%20Scientific%20Conduct%20MSc%20thesis%202020.pdf))

**6 Graduation supervising committee**

As soon as the graduation supervising committee is known, the student fills out the approval form below and send it to the examination committee(examination.committee.be@tue.nl) with a copy/cc secretariaat.sd@tue.nl) for approval.

[Approval Graduation Supervising Committee incl. approval external member\_2020-2021.pdf (tue.nl)](https://intranet.tue.nl/_assets/fileadmin/content/Faculteiten/BWK/Faculteit/Organisatie/Opleidingsinstituut/Approval%20Graduation%20Supervising%20Committee%20incl.%20approval%20external%20member_2020-2021.pdf)

**7. Title page**

* Title: the title should be brief and descriptive, covering the topic of the graduation project; Subtitle: “GRADUATION PLAN for the final graduation project of the Master variant Structural Design of the master Architecture, Building and Planning at Eindhoven University of Technology.

Note that the (sub)title must accurately indicate the subject of the thesis because the thesis becomes accessible to other interested parties via keywords taken from the title.

([Find Student theses — Eindhoven University of Technology research portal (tue.nl)](https://research.tue.nl/en/studentTheses/))

* surname and initials of the student and his student number;
* names of all members of the Graduation Supervising Committee;
* Study load (# SP study points 45 or 60) of the graduation project;
* Graduation date;
* An indication if the thesis is public information, if not the date of publication;
* A statement that the master’s thesis has been carried out in accordance with the rules of the TU/e Code of Scientific Integrity;
* Titlepage has no other logo than that of the TUE.

See for examples of other theses: http://repository.tue.nl/.

Be aware: All reports will be checked for plagiarism!

**Below the main rules are given as first aid**.

The use of other people’s work is allowed, provided that the sources are referenced. If a student does not correctly reference the sources consulted, he makes himself guilty of plagiarism, which may have far-reaching consequences. The following rules apply to quoting and referencing:

**1 Taking over oral text**

In the case of a ‘quote’ the quoted text can appear italic, placed between quotation marks indicating the name of the quoted person and, if known, the year in which the quote is made.

**2 Taking over written text**

Text taken over literally should be between quotes with a correct reference. Text based on someone else’s work should get a reference.

Vancouver of Harvard style of referencing should be used.

In the case of a citation, the text (possibly in italics) should give the following information (depending on the source):
- author name(s), initial(s), book title, year of publication (in parentheses), publisher (name + place) and from which pages (pp.. -..);-..) the citation is taken;
- author name(s), initial(s), article title, the name of the journal, number, volume, year and from which pages (pp.. -..);..) the citation is taken;
- author name(s), initial(s), title of the report, year (in parentheses), publisher (name + place) and from which pages (pp.. -..);-..) the citation is taken;
- author name(s), initial(s), article title, newspaper name, date and page in question;
- the title of brochure/documentation, year of publication, the name of publisher (manufacturer, supplier, organization etc.);

- Internet Web site: HTTP address and date, author(s), initial(s), title of the site, name of company or institution (where known);

The list of references is at the back of the report, following the conclusions and before the annexes. The literature list has no chapter number. Therefore, the list of references must be separated from an (optional) reading list, which is a list with books and other kinds of text worthwhile reading.

**3 Taking over a drawing or a photograph**

In this case, the name of the artist or photographer is to be mentioned directly under the drawing or photograph used. If the draughtsman or photographer is not known, then the source is listed in the reference list, and a reference is made directly under the picture to the source. When using drawings or photographs of someone else, rights must be paid to these third parties. This also applies to copyrighted images copied from the internet.

Referencing to work of others in your graduation report (or on other occasions), the following methods are most common:

a) [99]: i.e. numbers in square brackets referring to the reference list (Vancouver style),
b) (Anonimus, 2016): i.e. name(s) of the author(s) and year of publication between parentheses (Harvard style).

Using numbers, method a) may be more cumbersome if the numbering is changed when adding an extra reference while writing. Assume a reference is added after reference [16], then all numbers higher than [17] will change while the added reference must be given the number [17]. A disadvantage of method b) is that long family names take more room in the text.

In all cases, the reference must appear in full in the reference list at the end of the report.

For examples, see graduation reports or PhD theses from our unit.

Please note: Before continuing your graduation project, you should submit a signed copy of your graduation plan to the Secretariat of Structural Design.

**What to do when you are ready for the Final Colloquium:**

Preferably schedule your final colloquium with the secretary; otherwise, inform the secretariat when you have a date and location.

The secretariat:

* Will check if all necessary forms are filled out and signed.
* Will make a room (digital) reservation and invites the student and the Graduation Supervising Committee.
* Will send the Assessment form ABP (7K45M0 ) to the chair of the Graduation Supervising Committee. ([Assessment Form Graduation Project ABP (tue.nl)](https://assets.studiegids.tue.nl/fileadmin/content/Faculteit_BWK/GS_ABP/_Downloads/Assessment%20Form%20Graduation%20Project%20ABP.pdf))

(graduation grades should be rounded up to 0,5 points. For instance: an 8,5 or a 9 is allowed. An 8,7 is not allowed.)

* Will check if the student has signed the code of conduct for the MSc thesis.

The approved thesis, signed by the chair of Graduation Supervising Committee, should be sent to the secretary with the complete completed assessment form graduation project MSc ABP.

*The new* ***ABP Master graduation rubric*** *will follow (along with the Examination Regulations and updated forms for academic year 2022-2023). That rubric is valid for any ABP Master graduation projects starting in academic year 2022-2023.*

Ensure all documents are merged into one pdf when the thesis contains additional attachments.

The secretary will send all documents and forms to the Examination Committee via SURFfile sender. (Examination.Committee.BE@tue.nl).

Please note that the theses should be delivered digitally.

Please note that (Bachelor and) Master candidates have to conform the requirements of the ECB. Therefore, all documents are handed in at least ten working days before the ECB meeting. *Dates will follow asap.*

The thesis also contains the following:

* The thesis includes a list of references to the literature used and other sources consulted.
* List of figures the thesis includes a list of figures and their sources.
* Literature, the thesis includes a list of references to the literature used and other sources consulted.
* The summary must summarize the main lines of the thesis. In addition, the summary has to be readable independent of the thesis (max 2 A4).

The digital version will be published on http://repository.tue.nl/.

**Embargo**

In principle, graduation theses are public and Open access. A thesis must be included/published in the TU/e library. Suppose a company/organization involved in the preparation of the thesis believes that (commercial) interests may be harmed by publication of the thesis. In that case, the company/organization may impose a temporary embargo of up to two years. The embargo period for student theses has been changed TU/ e wide from **one year to two years.** An embargo can be requested via the assessment form.

Always check:

<https://studiegids.tue.nl/opleidingen/graduate-school/masters-programs/architecture-building-and-planning/regulations/?L=0>