

# **Graduation Manual**

**Master of Science Architecture,  
Urbanism & Building Sciences  
Academic Year 2016 – 2017**

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## Introduction

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This manual is based on the official regulations concerning graduating and is meant for students, mentors, delegates of the Board of Examiners and others who are involved in the evaluations. This manual contains important information about the setup of the graduation process. In chapter one you will find a scheme of the setup of the evaluations and a scheme explaining the responsibilities of all people involved per evaluation.

Chapter two contains information about the quorum, the appraisal, honorable mention and the “Cum Laude” regulation.

In the appendixes you will find among other things details on the subjects to be assessed, the graduation plan, reflection requirements and the references to official regulations which this manual is part of.

Starting the academic year 2014-2015 the digital graduation registration was commenced for all tracks. All involved teachers have access to the information in the SharePoint application that is used for the registration. The registration includes personal information of the student, the composition of the mentor team, registration for the P2 and P5 and the all assessments.

Each semester Education and Student Affairs adds the names of the new enrolled Master 3 students to this digital registration.

The involved coordinators, mentors and delegates of the board of examiners can add additional information and notes. For all graduates the main mentor is responsible for completing the digital assessment registration.

## 1.0 Graduation process

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### Subsection 1 Admission

Because of the graduation process the Master 3 and 4 are interconnected. These two Master semesters must be completed without any interruption.

Enrollment for and admission to the P2 presentation is only possible:

- for students in the tracks Architecture, Urbanism and Landscape Architecture, after having obtained all study credits (EC) from Master 1 and 2, **with a maximum of 5 credits unfinished**
- for students in the track Management in the Built Environment, after having obtained 55 credits from Master 1, 2 and 3.
- for students in the track Building Technology will only be admitted to P2 (evaluation 2) if, at the final registration date according to the graduation calendar, they have obtained at least 55 credits from Master 1, 2 and 3, including Bucky Lab Design, MEGA or EXTREME, and SWAT studio. Students must meet these admission requirements no later than the final registration date of the P2 registrations.

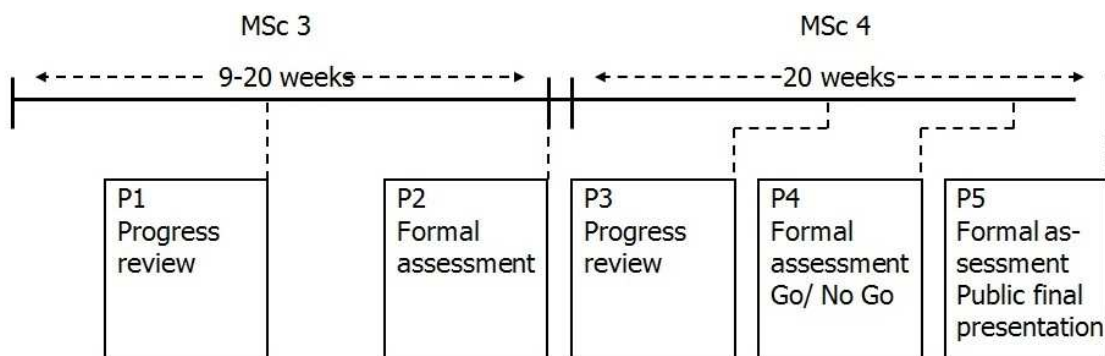
### Subsection 2 Mentors and mentor team composition

After a student is admitted to a graduation lab, he / she is allocated a main mentor in consultation with the lab coordinator. A second mentor is appointed at the admission to the P2 evaluation at the latest.

- **For students in the track Architecture the second mentor is associated with the chair “Architectural Engineering” of the Department AE + T. The allocation of the second mentor is taken care of by the Master Coordinator of Building Technology. Part of the graduation is the technical building design. This should be taken into account when writing the Graduation Plan.**
- For students in the track Building Technology the two mentors must be from different sections of AE+T, possibly with a third mentor if that's desired thematically. One of the mentors must be instructor of the studio.
- For students in the track Urbanism the first and second mentor must be from the Department Urbanism, but may not be associated with the same section. With substantiated arguments second mentors can be chosen from another department or faculty only when he or she is part of one of the research groups of urbanism.
- For all graduation students in the track of Management in the Built Environment the first and second mentor may be associated with the same department but must be from different chairs.
- For students in the track Landscape Architecture the first mentor must be from the Landscape Architecture section. The second mentor should be selected from a complementary specialism within Landscape Architecture, or from a landscape related specialism in Urbanism or Architecture.

### Subsection 3 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. The P1 and the P2 are part of the Master 3 programme and P3, P4 and P5 take place within the Master 4. All evaluations are to take place within the assigned periods, indicated in the academic graduation calendar. The location of all evaluations must be situated at the TU Delft Campus.



#### Subsection 4 Graduation registration and assessment

For all students who are admitted to a Master 3 graduation lab, the Education and Student administration of the Faculty will create a basic digital graduation file. This includes student name, student number, student email address, track and chosen graduation lab. Also the blank assessment forms for the P1 till P4 evaluations are made available. It is the responsibility of the main mentor to keep the registration. After each evaluation the filled in assessment form must be sent to the student.

For coordinators and mentors users manuals for different parts of the graduation registration are available on the start page of the digital registration. All changes in the registration system are announced on the start page of the system. For all questions on the digital registration you can contact the Secretariat of Education and Student Affairs.

**Subsection 5 Detailed scheme per evaluation****Evaluation 1 Compulsory progress review**

Goal	Assess whether the student's working method and progress guarantee he / she will be able to meet the requirements for the P2 in time
Where	Studio
When	Midway Master 3 (before subscription deadline P2)
Structure	Presentation: minimum 15 minutes and maximum 30 minutes Questions: 15 minutes
Assessors	Main mentor Lab supervisor (optional) research mentor (optional)
Subjects of assessment	Draft curriculum Planning and progress of graduation process
Method of assessment	Assessment is based on the P1 assessment criteria of the chosen track; the mentor gives the student a positive or negative indication regarding planning and progress of the final project
Method of assessment registration	The assessment is registered on the P1 assessment form; the conclusion is registered on the digital assessment form as well
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and pace

P1 responsibilities	
Preparation	
Action	Responsible
Make student file in SharePoint Graduation Registration	Education & Student Affairs
Register students main mentor in Graduation administration	Lab coordinator
Schedule day, time and location and inform student and mentor team Note; do not schedule in P2, P4 or P5 period	Lab coordinator
15 minutes before start presentation: hang drawings of project or design and if necessary install digital presentation	Student (See appendix 1 for the definition for preparations)
The evaluation	
Action	Responsible
Present draft curriculum, plan and graduation project	Student (See appendix 1 for the description of required products)
Assess student progress and fill in "P1 assessment form"	Main mentor
Completion	
Action	Responsible
Check 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

## Formal assessment

Goal	Completion of Master 3; assessment students admission to Master 4; the base for passing the P2 should be that the belief is that the student can graduate in six months with a satisfactory result
Where	Own studio or reserved room by O&S scheduling department
When	End of Master 3, in fixed weeks according to the academic graduation calendar
Admission conditions	<p>Enrollment for and admission to the P2 presentation is only possible if students meet the admission requirements below before the final registration date:</p> <ul style="list-style-type: none"> <li>• for students in the tracks Architecture Urbanism and Landscape Architecture, after having obtained all study credits (EC) from Master 1 and 2, with a maximum of 5 credits unfinished</li> <li>• for students in the track Management in the Built Environment, after having obtained 55 study credits (EC) from Master 1, 2 and 3</li> <li>• for students in the track Building Technology if they have obtained at least 55 credits from Master 1, 2 and 3, including Bucky Lab Design, MEGA or EXTREME, and SWAT studio</li> </ul>
Language	<p>Deadline final registration date according to academic calendar</p> <p>The standard language for all graduation projects is English; if both the mentors and student are convinced that using the Dutch language will contribute to or is relevant for the subject of the project, they can drop a written request at the Board of Examiners; the delegate will decide on behalf of the Board; the Dutch language is only allowed for the presentations, all documents must be written in English</p>
Structure	Presentation: standard 30 minutes; afterwards minimum 15 minutes questions and appraisal; graduation labs with group work can request the Board of Examiners permission for a structure with partly group and individual presentations; in that case all individual presentations must be 15 minutes at least
Assessors	Main mentor, second mentor, third mentor (if appointed) and the delegate of the Board of Examiners
Required quorum	Main mentor, one other mentor and the delegate of the Board of Examiners
Subjects of assessment	Graduation plan (see Appendix 2), provisional research (result), provisional design (see Appendix 1 for exact definitions)
Method of assessment	Assessment is based on the P2 assessment criteria of the chosen track; the conclusion of the assessment is: passed, restriction or failed
Method of assessment registration	The assessment and conclusion are registered on the P2 assessment form in the digital Graduation Registration
Consequence of assessment	At result “passed”, the chance to graduate within 6 months is realistic; at assessment result “restriction” the student does a retake within two weeks; at result “failed”, the retake is in the next P2 period
Restriction	At result “restriction” the assessors are convinced that a realistic chance exists the student will be able to pass the P2 by making a restoration assignment within 2 weeks, in that case the restriction is described at the P2 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 in order to solve the restriction; if the restriction isn’t solved with this retake, then the rule stated under “failed” applies
Failed	<p>If a retake based on a restriction as described above isn’t achievable, or the student didn’t lift the restriction, the student has to retake a complete semester; the result of P2 is “failed”</p> <p>The student has to re-enroll by <a href="mailto:Intekenen-BK@tudelft.nl">Intekenen-BK@tudelft.nl</a> for the Master 3 in the same or another graduation laboratory and start again with the graduation project; grades of separate registered Master 3 courses will remain valid</p>

<b>P2 responsibilities</b>	
<b>Preparation</b>	
<b>Action</b>	<b>Responsible</b>
Register in SharePoint the scheduled days and times for the student's P2 evaluations; deadline according Academic Graduation calendar	Lab coordinator
Register P2 location if in own studio or own reserved room	Lab coordinator
Check whether student meets the admission conditions and register in SharePoint; inform student by email on result admission assessment	Student Administration Office with the secretary of the Board of Examiners
Allocate delegate of the Board of Examiners and register, delegate of the Board of Examiners and substitute in SharePoint	Secretary Education and Student Affairs
Allocate second mentor and register in SharePoint for each student	BT coordinator for A students Lab / studio coordinator for LA, U, MBE and BT students
Schedule P2 for admitted students; scheduled presentations will be part of the Staff Members timetables on My Timetables	Scheduling department
Hand in the research and graduation plan at the Board of Examiners, main mentor, mentors en delegate of the BoE at least one week before P2	Student
Read Graduation plan	Mentors and the delegate of the Board of Examiners
15 minutes before start, hang drawings of project or design and if necessary install digital presentation	Student (See appendix 1 for exact definition for preparations for this evaluation)
Check mentor team composition and sign for approval	Master track coordinator
<b>The evaluation</b>	
<b>Action</b>	<b>Responsible</b>
Act as chairman	Delegate of the Board of Examiners
Present graduation plan, plan, draft research results and draft of graduation project using digital presentation and/or drawings	Student (See appendix 1 and 2 for exact products for this evaluation)
Questioning the own academic field	All mentors
Evaluate academic level of students presentation and mentors questions	Delegate of the Board of Examiners
<b>The appraisal</b>	
<b>Action</b>	<b>Responsible</b>
Act as chairman	Delegate of the Board of Examiners
Determine final judgment	Main mentor, mentors, delegate of the Board of Examiners
Determine if the student must be advised to consult an academic counsellor	Main mentor, mentors, delegate of the Board of Examiners
Fill in P2 assessment form and register the conclusion on the P2 assessment form	Main mentor
<b>Completion</b>	
<b>Action</b>	<b>Responsible</b>
Inform the student of assessment and make arrangements for retake (restriction) if necessary	Main mentor
Complete assessment form with own notes within two workings days	Second mentor, third mentor and delegate of the Board of Examiners
Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P2 in students SPR in Osiris	Student Administration Office (SAO)

**Evaluation 3 Compulsory progress review**

Goal	Survey whether the student’s working method and progress guarantee he or she will be able to meet the requirements for the P4 in time
Where	Studio
When	Midway Master 4 (Educational week 8 or 9)
Structure	Presentation: minimum 15 minutes and maximum 30 minutes Questions: 15 minutes
Assessors	Main mentor (compulsory) Second mentor (compulsory) Third mentor (optional if appointed)
Subjects of assessment	Content and progress plan of graduation project, draft reflection
Method of assessment	Assessment is based on the P3 assessment criteria of the chosen track; the mentors give the student a positive or negative indication concerning plan and progress graduation project; also feedback on the draft reflection is given
Method of assessment registration	The assessment and conclusion are registered on the P3 assessment form in the digital Graduation Registration
Consequence of assessment	The student proceeds; if necessary the mentor advises the student concerning his working method and rate

P3 responsibilities	
Preparation	
Action	Responsible
Schedule day, time and location and inform student and mentor team. NOTE: Do not schedule in P2, P4 or P5 period	Lab coordinator or main mentor (U)
Register scheduled date in digital graduation administration	Lab coordinator or main mentor (U)
Hand in draft reflection at main mentor	Student
15 minutes before start evaluation, hang design or project drawing and if necessary install digital presentation	Student (see appendix 1 for exact definition for required products for this evaluation)
At the evaluation	
Action	Responsible
Present graduation plan, plan, graduation project and reflection	Student (see appendix 1 for exact description of required products for this evaluation)
Fill in “P3 assessment form”, determine conclusion: • YES – student made enough progress to register for nominal P4 • NO – student didn’t make enough progress for nominal P4 Register feedback on student’s draft reflection	Main mentor
Determine and register if the student should consult the academic counselor	Main mentor
Document the conclusion on the P3 assessment form	Main mentor
Completion	
Action	Responsible
Inform the student of assessment; advice on progress	Main mentor
Check registration at the assessment form; use notes, advise and make agreements	Main mentor
Within 2 days after P3; send the assessment form to the student, with email button on the assessment form	Main mentor
Register completion P3 in student’s SPR in Osiris	Student Administration Office (SAO)



**Evaluation 4 Formal assessment**

Goal	Assessment whether content of academic fields and presentation meet the requirements to admit the student to the final public presentation (P5)
Where	Class room, instruction room or lecture hall
When	At fixed weeks according to academic graduation calendar
Admission requirements	Student has finished all educational components with exception of P4 and P5 assessment by application for P4 assessment
Structure	15 minutes for student's preparation Maximum 30 minutes presentation 15 minutes questions 15 minutes appraisal
Assessors	Main mentor Second mentor Third mentor (if appointed) Delegate of the Board of Examiners
Required quorum	Main mentor One other mentor Delegate of the Board of Examiners
Subjects of assessment	All graduation products / subjects, including the final reflection (See Appendix 3)
Method of assessment	Assessment is based on the P4 assessment criteria of the chosen track; the mentors give the student a positive (GO) or negative (NO-GO) judgment 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
Consequence of assessment	A positive judgement at P4 (GO) guarantees the student will obtain at least a grade 6 for all academic fields (including all forms of presentation) and also as end mark at the final presentation (P5); if a student fails to meet the requirements he obtains a NO GO; in case a student doesn't appear at the P4 evaluation or withdraws in advance, this will be registered as "withdrawal" at the assessment form; this withdrawals and in case the students doesn't apply for a P4 nominal after passing the P2, this will be counted as a NO GO result This applies for every P4 period according to the academic graduation calendar; the mentor assesses whether the student should be referred to a student counselor; after a second NO GO the student is given a binding advice to consult a student counselor; the main mentor uses the assessment form, field "Academic counselor"; after a third NO GO the student is basically no longer offered any guidance or supervision
Retake	At a result "NO GO" the retake will be held in the next P4 period

P4 responsibilities	
Preparation	
Action	Responsible
Arrange with mentors and delegate of the Board of Examiners a preferred date and half-day within the defined P4 period with all involved	Student
Fill in the P4 hard copy application form and collect signatures from all mentors and the delegate of the Board of Examiners; submit the completed form before deadline according to graduation calendar to Servicepunt	Student
Collect P4 forms at Service point and register P4 applications in the digital graduation registration	Secretary Education and Student Affairs Faculty of Architecture
Check whether student meets the admission requirements; discuss check on admission requirements and check mentor team approval; inform the student on the result of the admission check	Student Administration Office (SAO) with the Secretary of the Board of Examiners
Schedule P4	Education and Student Affairs scheduling
Send P4 products to mentors and delegate of the Board of Examiners: at least 1 week for P4 date	Student
Send final reflection to Board of Examiners, mentors and delegate of the Board of Examiners	Student
15 minutes before start evaluation, hang design or project drawings and if necessary install digital presentation	Student (see appendix 1 for exact definition for required products for this evaluation)

<b>P4 responsibilities</b>	
<b>The evaluation</b>	
<b>Action</b>	<b>Responsible</b>
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (See appendix 1 for exact description of the products for this evaluation).
Verify title graduation project; the title registered in the digital graduation registration will be on the diploma supplement and in the repository	Main mentor
Questioning the own academic field	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners
<b>The private appraisal</b>	
<b>Action</b>	<b>Responsible</b>
Act as chairperson	Delegate of the Board of Examiners
Determine final judgment	Main mentor, other mentors, delegate of the Board of Examiners
Determine if the student must be advised to consult an academic counsellor	Main mentor, other mentors, delegate of the Board of Examiners
Document the assessment and conclusion on the digital assessment form	Main mentor
If result "Go": determine P5 date and day part and register P5 date in Sharepoint	Main mentor, other mentors, delegate of the Board of Examiners
<b>Completion</b>	
<b>Action</b>	<b>Responsible</b>
Inform the student of assessment; in case of a Go inform student also on requested P5 day and day part	Main mentor
Fill in own field of P4 assessment form for presence, involved academic fields and own notes within two working days	Second mentor, third mentor and delegate of the Board of Examiners
Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Register completion P4 in students SPR in Osiris	Student Administration Office (SAO)

**Evaluation 5 Public final presentation**

Goal	Public final presentation and assessment graduation project
Where	Class room, instruction room or lecture hall at Faculty of Architecture
When	Next P5 period after the P4 period were GO at P4 was obtained
Admission requirements	Student has finished all educational components with exception of P5 assessment. Student has digitally handed in all required graduation products at TU Delft repository; main mentor has taken care of complete registration in the digital graduation file, including registering all assessments
Structure	15 minutes for student's preparation 30 minutes presentation 15 minutes questions 15 minutes appraisal 15 minutes result and graduation ceremony
Assessors	Main mentor Second mentor Third mentor (if appointed) Delegate of the Board of Examiners
Required quorum	Main mentor One other mentor Delegate of the Board of Examiners
Subjects of assessment	Research / graduation project (depending on track) and final reflection
Method of assessment	Assessment is based on the P5 assessment criteria of the chosen track; the mentors give the student a mark for all involved academic fields, presentation and an end mark
How the assessment is registered	The assessment and marks are registered on the P5 assessment form
Consequence of assessment	All parts should be rewarded with at least the mark 6.0 and the end mark should also be 6.0 or higher; student is graduated and subsequently receives his or her Master diploma

P5 responsibilities	
Preparation	
Action	Responsible
Register a preferred date and half-day within the defined P5 period with all involved; should be done at P4	Main mentor
Check whether P5 date is registered for all students who passed P4	Secretary Education and Student affairs
Check whether student meets the admission requirements. If yes deliver diploma to E&SA BK	Student Administration Office (SAO) and CSA
Inform student on admission, procedure and P5 obligations	Secretary Education and Student Affairs
Schedule P5	O&S scheduling
Print student's blank P5 mark list	Secretary Education and Student affairs
Collect the diploma, student's P5 mark list on the day of the P5 at Secretariat O&S	Delegate of the Board of Examiners
Digitally store the graduation project at TU Delft repository at the latest at day of the final presentation; compulsory documents: <ul style="list-style-type: none"> <li>• Graduation plan (P2)</li> <li>• Final reflection report (P4)</li> <li>• Presentation P5</li> <li>• Graduation research report</li> <li>• Set of final drawings (if applicable)</li> </ul>	Student
15 minutes before start evaluation, hang design or project drawings and if necessary install digital presentation	Student (See appendix 1 for exact definition for required products for this evaluation)
The evaluation	
Action	Responsible
Act as chairperson	Delegate of the Board of Examiners
Present research result / graduation project and reflection using digital presentation and drawings	Student (see appendix 1 for exact definition for required products for this evaluation)
Questioning the own academic field	All mentors
Assess academic level of students' presentation and questions of the mentors	Delegate of the Board of Examiners

P5 responsibilities	
The appraisal	
Action	Responsible
Act as chairperson	Delegate of the Board of Examiners
P5 assessment form is a copy of the P4 form: Complete the notes at the aspects at the P5 assessment form	Main mentor
Determine the mark for all academic fields, presentation and end mark	All mentors and delegate of the Board of Examiners
Register all marks at the P5 assessment form	Main mentor
Register all marks on student's paper mark list	Delegate of the Board of Examiners
Open diploma envelop and determine if student graduated "Cum Laude"	Delegate of the Board of Examiners
Determine whether the student will be rewarded with an honorable mention (for conditions see chapter 2)	Main mentor, other mentors, delegate of the Board of Examiners
Completion	
Action	Responsible
Welcome student and public to diploma ceremony	Delegate of the Board of Examiners
Inform the student of assessment results and address on the process, content of graduation project and the method of working	Main mentor
Hand over the paper mark lists to student	Main mentor
Hand out diploma	Delegate of the Board of Examiners
Sign diploma two sided	Student
In case of a (possible) Cum Laude diploma: return extra diploma directly after the P5 to O&S secretary	Delegate of the Board of Examiners
At Honourable Mention: Draft a written motivation and send it to O&S secretary within five working days; also add a copy to the graduation file	Main mentor
Day after the P5: Check assessment form and send it to student by email, using the button on the assessment form	Main mentor
Check whether assessment form is filled in correctly; undertake action if items are missing	Board of Examiners
Unsubscribe as TU Delft student	Student
Register P5 result in Osiris	Student Administration Office (SAO)
After student uploaded graduation documents at TU Delft repository: send diploma supplement to student address	Student Administration Office (SAO)
Archive students graduation registration	Student Administration Office (SAO)

## 2.0 Particular circumstances

### Quorum at evaluations

A quorum is required for the graduation evaluation to be valid.

Quorum for P2, P4 and P5: main mentor, one other mentor and delegate of the Board of Examiners

- Absence of delegate of the Board of Examiners  
The Board of Examiners appoints delegate of the Board of Examiners and substitute delegate of the Board of Examiners for all evaluations. If the delegate of the Board of Examiners will be unable to attend an evaluation he asks the substitute to replace him and informs the Secretary of the Board of Examiners on this replacement. The deputy delegate of the Board of Examiners is registered in the digital graduation registration.
- Absence of main mentor or mentor  
If it is known in advance that the main mentor or other 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 a letter. 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 delegate of the Board of Examiners about this absence. The evaluation should preferably be continued and the final assessment should be determined after hearing the absent mentor.  
The determination for a GO / NO GO or the registration of the marks on the final mark lists only takes place after consulting the absent mentor by phone. If this isn't possible final judgment 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 mentor 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 doesn't lead to an assessment. The delegate of the Board of Examiners informs the student on this situation and explains the applied procedure and the corresponding terms. Subsequently he 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 the Board of Examiners for a reappraisal, which he will chair, in which he will attempt to achieve consensus. In the event of failing he will make a final decision.

## 3.0 Special qualifications

### Honourable mention<sup>1</sup>

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.

The student is informed on the Honourable Mention at the diploma ceremony. The written Honourable Mention will be handed over to the student within two weeks after the final presentation.

In case of particular circumstances or exceptional characteristic an Honourable Mention is only possible after agreement from the Board of Examiners.

### Cum Laude<sup>2</sup>

The student graduates his Master exam 'Cum Laude' if he meets the following conditions:

- the weighted average of the results of the Master courses not including the Master final Project is at least 8.0 or higher
- the final mark for the public final presentation is at least 8,0 or higher
- and the Master program is completed within 2 academic years and one semester.

In that case a note 'Cum Laude' is made on the student's diploma.

<sup>1</sup> The complete system is described in Article 36 of the Rules and Regulations of the Exam Committee.

<sup>2</sup> The complete system is described in Article 35 of the Rules and Regulations of the Exam Committee

**Appendix 1 – Subjects to be assessed per evaluation**

**For all tracks:**

- All products must reflect an academic attitude: evidence based, logical, critical.
- All products must reflect a professional attitude: presented using the appropriate media at appropriate scales.
- At the P5 examination the master thesis report / design will be graded on the subjects of the studio, being the main academic, second (and third) discipline, oral, written and visual presentation. In addition an overall grade will be given.

Note: Consult your mentor for the exact interpretation of the requirements.

**Architecture**

<b>P1</b>
<p><b>Design studio</b></p> <ul style="list-style-type: none"> <li>• draft graduation plan, based on template</li> <li>• thematic research</li> <li>• site analyses</li> <li>• situational research</li> </ul>
<p><b>Research studio</b></p> <ul style="list-style-type: none"> <li>• thematic research</li> <li>• essay 3000 words</li> <li>• situational research</li> </ul>
<b>P2</b>
<p><b>Design studio</b></p> <ul style="list-style-type: none"> <li>• graduation plan based on template (see appendix 2)</li> <li>• urban draft / master plan 1:1000 / 1:500</li> <li>• programme /list of requirement</li> <li>• Draft design (plans, sections, elevations) 1:200</li> </ul>
<p><b>Research studio</b></p> <ul style="list-style-type: none"> <li>• Urban draft 1:1000 / 1:500</li> <li>• programme of requirement</li> <li>• draft design (plans, cross-cuts, facades) 1:50</li> <li>• Graduation plan based on template</li> </ul> <p>For details see appendix 2</p>
<b>P3</b>
<ul style="list-style-type: none"> <li>• draft reflection (see app. 3)</li> <li>• plans, facades, cross-cuts, 1:200 / 1:100</li> <li>• part of the building, plan and cross-cut 1:50</li> <li>• façade fragment with hor. and vert. cross-cut 1: 20</li> <li>• details 1:5</li> </ul>
<b>P4</b>
<ul style="list-style-type: none"> <li>• theoretic and thematic support of research and design</li> <li>• final reflection on architectonic and social relevance (see app. 3)</li> <li>• site 1:5000 / 1:1000</li> <li>• plan ground level 1:500</li> <li>• plans elevations, sections 1:200 / 1:100</li> <li>• part of the building, plan and drawings 1:50</li> <li>• façade fragment with hor. and vert. cross-cut 1: 20</li> <li>• details 1:5</li> <li>• reflection based on template</li> <li>• For details see appendix 3</li> </ul>
<b>P5</b>
Same as for P4

**Management in the Built Environment**

<b>P1</b>
<ul style="list-style-type: none"> <li>• Presentation of P1 report with concept research proposition</li> <li>• Draft graduation plan according to template</li> </ul>
<b>P2</b>
<ul style="list-style-type: none"> <li>• Graduation plan based on template (see appendix 2)</li> <li>• Presentation P2 report with plan: concept curriculum and report of literature examination.</li> <li>• Main findings and conclusions for problem analysis, research questions, research plan and aimed final product</li> </ul>
<b>P3</b>
<ul style="list-style-type: none"> <li>• Draft reflection (see appendix 3)</li> <li>• Presentation P3 progress report: Describe working method for answering problem statement and research questions. Which (propositional) conclusions are to be drawn and what should be done to successfully complete this process in time</li> <li>• For details see appendix 2</li> </ul>
<b>P4</b>
<ul style="list-style-type: none"> <li>• Presentation P4, final report (=P5 final report 99% completed)</li> <li>• Final reflection based on template (see appendix 3)</li> <li>• Report with appendixes for detailed information. Eventually action plan, computer model, checklist of other tools, published separately and refer to this recognizable and accessible in the final report</li> </ul>
<b>P5</b>
<ul style="list-style-type: none"> <li>• Presentation P5 final report.</li> <li>• Hand in CD with report (headlines only) Report with appendixes for detailed information. Eventually action plan, computer model, checklist of other tools, published separately and refer to this recognizable and accessible in the final report.</li> </ul>

**Urbanism**

<b>P1</b>
<ul style="list-style-type: none"> <li>• Preliminary thesis plan.</li> <li>• Abstract of Review paper (250-500 words)</li> <li>• Presentation P1</li> </ul>
<b>P2</b>
<ul style="list-style-type: none"> <li>• Graduation Plan based on template (see appendix 2)</li> <li>• Presentation and P2 report, which includes</li> <li>• Thesis Plan</li> <li>• Review Paper (max 3000 words); an</li> <li>• Text for Graduation Orientation</li> </ul>
<b>P3</b>
<ul style="list-style-type: none"> <li>• Draft reflection (see appendix 3)</li> <li>• Progress research / analysis / design</li> </ul>
<b>P4</b>
<ul style="list-style-type: none"> <li>• Presentation P4,</li> <li>• P4 report (including reflection)</li> <li>• Final reflection (see appendix 3)</li> <li>• Poster of graduation project</li> </ul> <p>Reflection details, see appendix 2</p>
<b>P5</b>
<ul style="list-style-type: none"> <li>• Final presentation</li> <li>• Final report (including reflection)</li> <li>• Final poster</li> </ul>

**Landscape Architecture**

<b>P1</b>
<p><b>Project hypothesis, approach and site analysis</b></p> <ul style="list-style-type: none"> <li>• Provisional project title and outline (250-500 words)</li> <li>• Provisional theoretical + methodical structure (based on research goal + questions)</li> <li>• Initial site analysis / design</li> <li>• Precedent research and design principles</li> <li>• Time planning project</li> </ul>

## Landscape Architecture (continuation)

<b>P2</b>
<p><b>Diagnosis and concept design</b></p> <ul style="list-style-type: none"> <li>• Graduation plan</li> <li>• Theoretical + methodical structure (position paper 3000-5000 words)</li> <li>• Results of the site analysis</li> <li>• Initial design/concept: principles, strategy and intervention addressing different scale levels relevant for the project (from region to detail)</li> </ul>
<b>P3</b>
<p><b>Elaborated design</b></p> <ul style="list-style-type: none"> <li>• Draft reflection (see appendix 3)</li> <li>• Elaborated design in terms of strategy and intervention with initial plans, sections and 3d models addressing relevant scale levels</li> <li>• Initial report with project hypothesis, approach, analysis, diagnosis and initial description of the design</li> </ul>
<b>P4</b>
<p><b>Final design</b></p> <ul style="list-style-type: none"> <li>• Final reflection (see appendix 3)</li> <li>• Provisional final results: design with detailed plans, sections and 3d-models</li> <li>• Concept final report, including reflection (e.g. lessons learned)</li> </ul>
<b>P5</b>
<p><b>Public presentation</b></p> <ul style="list-style-type: none"> <li>• Final integral report</li> <li>• Public presentation results</li> </ul>

\*) see the Landscape architecture graduation studio guide chapter 7 for detailed information

## Building Technology

<b>P1</b>
<ul style="list-style-type: none"> <li>• Draft graduation plan</li> <li>• Conceptual research/design framework</li> <li>• First literature study results</li> </ul>
<b>P2</b>
<ul style="list-style-type: none"> <li>• Graduation plan according to template (see appendix 2)</li> <li>• Report containing:             <ul style="list-style-type: none"> <li>- research framework of 5-10 pages. * (including methodology)</li> <li>- literature survey and desktop research results</li> </ul> </li> <li>• Outline of the design-task, including:             <ul style="list-style-type: none"> <li>- context</li> <li>- programme of requirements</li> <li>- draft design</li> <li>- reference projects</li> </ul> </li> </ul>
<b>P3</b>
<ul style="list-style-type: none"> <li>• Draft reflection (see appendix 3)</li> <li>• Design by research or research by design results</li> <li>• Conceptual thesis report</li> <li>• Plan for the remaining graduation timespan</li> </ul>
<b>P4</b>
<ul style="list-style-type: none"> <li>• Final reflection (see appendix 3)</li> <li>• Final design by research or research by design results including:             <ul style="list-style-type: none"> <li>- argued results based on repeating process of generating, selecting and validating of variants</li> <li>- argued testing of concept and design to the program of requirements and preconditions</li> </ul> </li> <li>• Draft final thesis report containing:             <ul style="list-style-type: none"> <li>- research results processed</li> <li>- conclusions drawn</li> </ul> </li> </ul>
<b>P5</b>
<ul style="list-style-type: none"> <li>• Final presentation of the design by research or research by design, see P4</li> <li>• Final thesis report Final report, see P4 (including executive summary)</li> <li>• Verbal and digital final presentation</li> </ul>

\* see typical report structure



The graduation plan consists of at least the following data/segments. Students have to use the template they will receive.

<b>Personal information</b>	
Name	
Student number	
Telephone number	
E-mail address	
<b>Graduation Studio</b>	
Name / Theme	
Teachers	(involved)
Argumentation of choice of the studio	
<b>Graduation project</b>	
Title of the graduation project	
<b>Goal</b>	
Location:	
The posed problem, research questions and design assignment in which these result.	
This should be formulated in such a way that the graduation project can answer these questions. The definition of the problem has to be significant to a clearly defined area of research and design.	
<b>Process</b>	
<b>Method description</b>	
A description of the methods and techniques of research and design, which are going to be utilized.	
<b>Literature and general practical preference</b>	
The literature (theories or research data) and general practical experience/precedent you intend to consult.	
<b>Reflection</b>	
<b>Relevance</b>	
The value of the graduation project in the larger social and scientific framework.	
<b>Time planning</b>	
A scheme of the division of the workload of the graduation project in the 42-week timeframe. Compulsory in this scheme are the examinations at the middle and end of the semester, if required, the minors you intend taking and possible exams that have to be retaken. The submitted graduation contract might be rejected if the planning is unrealistic	

### Appendix 3 – Reflection P3 and P4 (all tracks)

At the P3 the student has to hand in the draft reflection. The main mentor assesses whether the reflection meets the criteria below and contains at least two of the below aspects.

At P4 a final reflection must be included as a distinct part of the thesis (a separate chapter) or as a separate document.

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

The aim of the reflection is to look back and see if your approach worked, to understand the “how and why”, and subsequently to learn from this. The choice of method (how) and argumentation (why) which preceded the research was a part of your study plan – the reflection must contain an answer to the question of how and why the approach did or did not work, and to what extent.

Finally the student has to look ahead and describes how the second part of the graduation period will be filled in.

Depending on the research and design, reflection on a number of the following aspects should be included (you may choose in which order). The reflection should be in the form of a text, with diagrams and sketches for purposes of illustration and clarification.

Aspect 1

- **the relationship between research and design**

Aspect 2

- **the relationship between the theme of the graduation lab and the subject/case study chosen by the student within this framework (location/object)**

Aspect 3

- **the relationship between the methodical line of approach of the graduation lab and the method chosen by the student in this framework**

Aspect 4

- **the relationship between the project and the wider social context**

#### **Appendix 4 – Manual delegate of the Board of Examiners**

The Board of Examiners has prepared an instruction for the delegate of the Board of Examiners. This document is available for teaching staff on Blackboard: "Educational Staff" – "Documents".

## Appendix 5 – Reference to official regulations

Subject	Registered at	Article
Sequence of examinations and admission to and participation in laboratory courses	Implementation regulation of the Teaching and Examination Regulations (OER) of the Master	Chapter 3.6
Graduation project	Implementation regulation of the Teaching and Examination Regulations (OER) of the Master	Chapter 3.7
Evaluation plan	Implementation regulation of the Teaching and Examination Regulations (OER) of the Master	Chapter 3.8
Graduation process (end responsibility graduation laboratories, supervision time, guest mentor en guest supervisor, evaluations, structure evaluations)	Individual degree programme section of the Student Charter	Chapter 1.4 Article 10
Master tracks	Implementation regulation of the Teaching and Examination Regulations (OER) of the Master	Chapters: 3.14 (general) 3.14.1 (A) 3.14.2 (U) 3.14.3 (BT) 3.14.4 (MBE) 3.14.5 (LA) 3.14.6 (Expl.)
Graduation endorsements (TiSD, Entrepreneurship, IE-design, Honours Programme and Seismic Architecture & BT.	Implementation regulation of the Teaching and Examination Regulations (OER) of the Master	Chapters 3.9, 3.10 3.11, 3.12 and 3.13
Archiving graduation project and results	Rules and Guidelines of the Board of Examiners	Article 21 sec. 2
Master final project	Rules and Guidelines of the Board of Examiners	Article 26
Composition of the assessment committee for Master Thesis Project	Rules and Guidelines of the Board of Examiners	Article 27
Working method of the assessment committee	Rules and Guidelines of the Board of Examiners	Article 28
Official date of Master final project result	Rules and Guidelines of the Board of Examiners	Article 29
Pass and fail rules governing the Honours Programme Master	Rules and Guidelines of the Board of Examiners	Article 33
Pass and fail rules governing annotations	Rules and Guidelines of the Board of Examiners	Article 34
The predicate designation “Cum Laude” for Master degree audits	Rules and Guidelines of the Board of Examiners	Article 35
“Honourable mention”	Rules and Guidelines of the Board of Examiners	Article 36
Degree certificate and supplement	Rules and Guidelines of the Board of Examiners	Article 37

**Appendix 6 – Rubric assessment forms (A)****DESCRIPTION OF EACH MARK IN THE FINAL ASSESSMENT / P 5  
FOR ALL DISCIPLINES**

DESIGN & RESEARCH – Basic criterion: what is presented is coherent. It has meaning, it is correct and elaborated, in main line and on parts	Result
What is presented is limited in coherence and meaning, correctness and elaboration.	6
What is presented is coherent and it has meaning. On the main issues it is correct and complete and on some aspects examined in greater depth.	7
What is presented is coherent and it has meaning. On the main issues it is thorough and complete. It is on all relevant aspects elaborated in greater depth or there is a beginning of innovativeness.	8
What is presented is good in coherence and it has meaning. There is a beginning of innovativeness. It is thorough, complete and elaborated on all relevant aspects and it is characterized by depth, accuracy and precision.	9
What is presented is excellent in coherence and meaning. It is innovative. It is thorough, complete and elaborated on all aspects and is characterized by great depth, accuracy and precision.	10

PRESENTATION – Basic criterion: what is presented is clear and intelligible. It explains and reflects on meaning and elaboration, with relevant presentational means.	Result
The presentation is limited in clarity and intelligibility, reflection and elaboration.	6
The presentation is clear and intelligible. It explains the main line and (some) aspects with sufficient presentational means. There is some argumentation and reflection.	7
The presentation is clear and intelligible. It explains the main line and aspects with relevant presentational means. There is argumentation and reflection.	8
The presentation is very good in clarity and intelligibility. It explains the main line and aspects with a complete set of relevant presentational means. There is good argumentation and reflection.	9
The presentation is excellent in clarity and intelligibility. It explains the main line and aspects with a complete and by accuracy and precision characterized set of presentational means. There is profound argumentation and reflection.	10

**FINAL MARK**

The final mark is the average or a little bit higher or lower, dependent to what extent the sum is more or less than the parts summed up or something else special.

**ASSESSMENT P1-P4**

P	DESIGN & RESEARCH:	Assessment	P Result
P1	Regarding to the criterion “What is presented is coherent. It has meaning, it is correct and elaborated, on main line and on parts.”	that what is presented is promising.	:)
		in what is presented issues are still missing.	:S
P2	Regarding to the criterion “What is presented is coherent. It has meaning, it is correct and elaborated, on main line and on parts”	that what is presented is sufficient to go on.	Passed
		that what is presented is insufficient on this moment.	Retake
		that what is presented is insufficient to go on.	Failed
P3	Regarding to the criterion “What is presented is coherent. It has meaning, it is correct and elaborated, on main line and on parts”	that what is presented is on track.	:)
		in what is presented issues are still missing.	:S
P4	Regarding to the criterion “What is presented is coherent. It has meaning, it is correct and elaborated, on main line and on parts”	that what is presented is sufficient or more in all disciplines.	Go
		that what is presented is insufficient in one or more disciplines.	No Go
		The student has withdrawn from P4	Withdrawal

LIST WITH MORE DETAILED EXPLANATION OF THE OVERALL CRITERION FOR DESIGN AND RESEARCH / TO FILL IN THE MISSING ISSUES – P1-P4

DESIGN – At this moment, in the context of Master, programme and/or studio, there is missing:	Check box if applicable
Presence and profoundness of the meaning / significance	<input type="checkbox"/>
Coherence between the different domain	<input type="checkbox"/>
Use / implementation of professional knowledge and design tools	<input type="checkbox"/>
Exploring and reflection	<input type="checkbox"/>
Correctness and elaboration in the domains ( if applicable ):	
- Spatial design: aspects such as experience space, routing, composition, light, texture, shape and mass	<input type="checkbox"/>
- Functional design: aspects such as requirements, order functions and routing, dimensions functions and daylight	<input type="checkbox"/>
- Site design: environmental aspects such as mass, shape, function and routing	<input type="checkbox"/>
- Relation design to the broader context: aspects such as socio-cultural, historical, philosophical and economical, more specific sustainability	<input type="checkbox"/>
- Material and technical design; aspects such as constructional (façade-system, detail), structural (system, forcefulness, stability) and climate (energy system)	<input type="checkbox"/>
Presentation	<input type="checkbox"/>

RESEARCH – At this moment, in the context of Master, programme and/or studio, there is missing:	Check box if applicable
Presence and profoundness of the meaning / significance	<input type="checkbox"/>
Coherence between the different domains	<input type="checkbox"/>
Use / implementation of professional knowledge and design tools	<input type="checkbox"/>
Exploring and reflection	<input type="checkbox"/>
Correctness and elaboration in the domains (if applicable):	
- Relevance: aspects such as the background of the research, the embedding in and value within the personal and/or socio-cultural context	<input type="checkbox"/>
- Research question: aspects such as clarity, scope and description	<input type="checkbox"/>
- Research method: aspects such as method, limits	<input type="checkbox"/>
- Results: aspects such as order and relevance	<input type="checkbox"/>
- Conclusion and discussion: aspects such as clarity answer and advise	<input type="checkbox"/>
Presentation	<input type="checkbox"/>

EMMA GLOSSARY OF TERMS  
RESEARCH / DESIGN / PRESENTATION

	DESIGN & RESEARCH
<i>What is pre-sented =</i>	The assessment is about product, presentation and reflection.
<i>Coherent =</i>	It is about internal integration of the design product: the parts in relation to each other and the main line. It is achieved in a process of exploring and reflecting until the jigsaw puzzle pieces fit together.
<i>Meaning =</i>	The product has significance or character. It is about a personal view or interpretation of the designer concerning the design task and a broader (studio) theme. It is achieved by the - during the design process emerging - choices and deepening of an idea, a fascination or qualities to achieve and the relation to the professional, scientific and /or socio-cultural context.
<i>Elaborated =</i>	It is about relevant expansion and development on main line and on the number and degree of detail of aspects. The aspects are worked out as aspect and in relation to each other and the main line. It is achieved in a process of experimenting, exploring, reflection and deciding, parallel and across all aspects and in relation to the meaning.
<i>Correct =</i>	It is about accuracy and efficacy. The information, facts and deployed design principles, patterns and tools make sense. They are based on accepted professional knowledge and experience or otherwise proofed and they make sense in relation to each other.
<i>The whole and all parts =</i>	Meaning, correctness and elaboration concern the main line and all (relevant) aspects of the design product
DESIGN - all parts:	<i>Spatial design =</i> aspects such as experience space, routing, composition, light, texture, color, form and mass

	<p><i>Functional design</i> = aspects such as program of requirements, order and routing, function, dimensions and physical conditions</p> <p><i>Material and technical design</i> = aspects such as material, physics, statics, structure and construction, climate design</p> <p><i>Environmental design</i> = site, aspects such as environmental factors in form, composition, mass, function and routing</p> <p><i>Relation design to broader context</i> = socio-cultural, historical, philosophical, economical aspects – in particular sustainability</p>
RESEARCH - all parts:	<p><i>Relevance</i> = aspects such as background research, value in relation to personal and socio-cultural context, and problem statement</p> <p><i>Research question</i> = aspects such as clarity and definition</p> <p><i>Research method</i> = aspects such as approach of research and limits. It is about methods such as interview, literature review, research-by-design, case-studies.</p> <p><i>Results</i> = aspects such as order, relevance and elaboration data</p> <p><i>Conclusion and discussion</i> = aspects such as clarity answer question, recommendation further research and relation design</p>

PRESENTATION	
<i>Clear and intelligible</i> =	It is interesting and gives insight. It is in balance, regarding to overview and profoundness.
<i>Explains</i> =	It describes, argues and refers to the relevant issues.
<i>Reflects</i> =	It puts the project in a broader context of the personal and methodical way of working and/or the (architectural, urban, landscape, technical) professional and socio-cultural context.
<i>On meaning and elaboration</i> =	It shows the main theme and qualities in the design and it refers to all kind of relevant aspects (such as space, form, composition, use, function, site, construction, structure, climate, and socio-cultural historical, philosophical context).
<i>Relevant presentational means</i> =	Besides using notions, it is done with a set of different, complementary means, such as 2 and 3 dimensional sketches and spatial and technical drawings on all relevant scales (such as perspectives, plans, sections, facades, details) and models.

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Urbanism

P1

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents preliminary thesis plan	....	....	....	..... ..... .....
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Thematic Research Motivation / problem field / relevance	....	....	....	..... .....
Problem statement	....	....	....	.....
Objective, research questions	....	....	....	.....
Theoretical framework	....	....	....	.....
Methodology	....	....	....	..... .....
Urban Design & Planning preliminary design theme preliminary choice of context	....	....	....	..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion Sufficient to be completed in the period towards the P2	• Yes	• No
Date .....	Signature main mentor	.....

Academic counsellor Student is advised to consult the academic counsellor	• Yes	• No
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**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Urbanism**

**P2**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents Thesis plan report	....	....	....	..... ..... .....

Thematic Research Motivation / problem field / relevance	....	....	....	..... .....
Position in the academic and professional debate	....	....	....	..... .....
Problem statement, objective research questions, methodology approach, theoretical framework references	....	....	....	..... ..... ..... .....
Urban Design & Planning Study of concepts and precedents historical and social analysis context analysis /spatial analysis link theory-design and planning concept design project planning / timetable	....	....	....	..... ..... ..... ..... ..... ..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion				
Sufficient to graduate within 6 months			▪	▪
			Passed	Failed
				Restriction
Date	..... / ..... /.....	Signature main mentor	.....	
Restriction	.....			
Sufficient to graduate within 6 months			▪	▪
			Passed	Failed

Academic counsellor			
Student is advised to consult the academic counsellor		▪	▪
		Yes	No

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Urbanism

P3

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents P3 products proposed in P2	....	....	....	..... ..... .....
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Research Methodology	....	....	....	..... ..... ..... ..... .....
Link theory-design & planning	....	....	....	..... ..... ..... ..... .....
Preliminary conclusions	....	....	....	..... ..... ..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion		Sufficient to be completed in the period towards the P4		▪	▪
				Yes	No
Date	..... / ..... / .....	Signature main mentor	.....		

Academic counsellor	Student is advised to consult the academic counsellor		▪	▪
			Yes	No

**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Urbanism**

**P4 / P5**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents master thesis report poster with an synthetic explanatory illustration	....	....	....	..... ..... ..... .....
Research Motivation / problem field / Relevance	....	....	....	..... .....
Theoretical framework	....	....	....	..... .....
Methodological framework	....	....	....	..... .....
Analyses, research results	....	....	....	..... .....
Conclusions / recommendations	....	....	....	..... .....
References	....	....	....	..... .....
Design Position in academic and professional debate	....	....	....	..... .....
Strategies / design choices	....	....	....	..... .....
Spatial, functional, technical aspects	....	....	....	..... .....
Visualisation	....	....	....	..... .....
Reflection of intended effects	....	....	....	..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion All products sufficient		• Go	• No Go
Date .....	Signature main mentor	.....	.....

Academic counsellor Student is advised to consult the academic counsellor	• Yes	• No
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Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Building Technology

P1

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents draft graduation plan according template	....	....	....	..... ..... .....
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Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective preliminary re- search questions	....	....	....	..... .....
Design Research Formulations of final research question	....	....	....	..... .....
Design Choice of preliminary design requirements (if relevant)	....	....	....	..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion		Sufficient to be completed in the period towards the P2		•	•
				Yes	No
Date	..... / ..... /.....	Signature main mentor	.....		

Academic counsellor		Student is advised to consult the academic counsellor		•	•
				Yes	No

**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Building Technology**

**P2**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents draft graduation plan according template	....	....	....	..... ..... .....
Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective, research questions	....	....	....	..... .....
Design Research literature study	....	....	....	..... .....
Research method	....	....	....	..... .....
Position in the academic debate	....	....	....	..... .....
Design preliminary design (if relevant)	....	....	....	..... .....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....
<p>Conclusion</p> <p>Sufficient to graduate within 6 months <span style="float:right">▪ Passed</span> <span style="float:right">▪ Failed</span> <span style="float:right">▪ Restriction</span></p> <p>Date ..... / ..... /..... Signature main mentor .....</p> <p>Restriction .....</p> <p>Sufficient to graduate within 6 months <span style="float:right">▪ Passed</span> <span style="float:right">▪ Failed</span></p>				
<p>Academic counsellor</p> <p>Student is advised to consult the academic counsellor <span style="float:right">▪ Yes</span> <span style="float:right">▪ No</span></p>				

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Building Technology

P3

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents Research report: introduction, literature study, methodology, first results	....	....	....	..... ..... ..... .....
Research Master thesis report, draft	....	....	....	..... ..... ..... .....
Design Data and drawings according to list of track requirements	....	....	....	..... ..... ..... .....
Synergy of disciplines	....	....	....	..... ..... ..... .....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....
<p>Conclusion</p> <p>Sufficient to be completed in the period towards the P4</p> <p style="text-align: right;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                 </p> <p>Date ..... / ..... /.....                      Signature main mentor .....</p>				
<p>Academic counsellor</p> <p>Student is advised to consult the academic counsellor</p> <p style="text-align: right;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                 </p>				

**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Building Technology**

**P4 / P5**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents Graduation plan reflection	....	....	....	..... ..... .....
Research Master thesis report, final version	....	....	....	..... ..... ..... .....
Design Data and drawings on according to list of track requirements	....	....	....	..... ..... ..... .....
Synergy of disciplines	....	....	....	..... ..... ..... .....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....
<p>Conclusion All products sufficient</p> <p style="text-align: center;"> <input type="checkbox"/> Go                      <input type="checkbox"/> No Go                 </p> <p>Date ..... / ..... / .....                      Signature main mentor .....</p>				
<p>Academic counsellor Student is advised to consult the academic counsellor</p> <p style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                 </p>				

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Management in the Built Environment

P1

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents draft graduation plan according template	....	....	....	..... ..... .....
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Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective, research questions	....	....	....	..... .....
Investigation of strategies	....	....	....	..... .....
Data collection	....	....	....	..... .....
Findings / conclusions / recommendations	....	....	....	..... .....
References	....	....	....	..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion		Sufficient to be completed in the period towards the P2		•	•
				Yes	No
Date	..... / ..... / .....	Signature main mentor	.....		

Academic counsellor		Student is advised to consult the academic counsellor		•	•
				Yes	No



**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Management in the Built Environment**

**P2**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents draft graduation plan according template	....	....	....	..... ..... .....
Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective, Research questions	....	....	....	..... .....
Investigation of strategies	....	....	....	..... .....
Data collection, findings / conclusions / recommendations	....	....	....	..... ..... .....
References	....	....	....	..... .....
Real Estate & Housing Research Position in the professional context	....	....	....	..... .....
Understanding of the relevant production, construction process and management aspects	....	....	....	..... ..... .....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....
<p>Conclusion</p> <p>Sufficient to graduate within 6 months <span style="float:right">▪ Passed</span> <span style="float:right">▪ Failed</span> <span style="float:right">▪ Restriction</span></p> <p>Date ..... / ..... /..... Signature main mentor .....</p> <p>Restriction .....</p> <p>Sufficient to graduate within 6 months <span style="float:right">▪ Passed</span> <span style="float:right">▪ Failed</span></p>				
<p>Academic counsellor</p> <p>Student is advised to consult the academic counsellor <span style="float:right">▪ Yes</span> <span style="float:right">▪ No</span></p>				

Appendix 7 – Assessment forms (U, BT, MBE, LA)

**Assessment forms track Management in the Built Environment P3**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents n/a	....	....	....	..... ..... .....
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Research Master thesis report, draft	....	....	....	..... ..... .....
Thematic Research Subject	....	....	....	..... ..... .....
Problem statement	....	....	....	..... ..... .....
Objective, research questions	....	....	....	..... ..... .....
Investigation of strategies	....	....	....	..... ..... .....
Data collection, findings / conclusions / recommendations	....	....	....	..... ..... .....
References	....	....	....	..... ..... .....
Real Estate & Housing Design Synergy of disciplines	....	....	....	..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... ..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... ..... .....

Conclusion			
Sufficient to be completed in the period towards the P4		• Yes	• No
Date	..... / ..... / .....	Signature main mentor	.....

Academic counsellor	
Student is advised to consult the academic counsellor	• Yes                      • No

**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Management in the Built Environment**

**P4 / P5**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents Graduation plan reflection	....	....	....	..... ..... .....
Research Master thesis report, final version	....	....	....	..... ..... .....
Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	.....
Objective, research questions	....	....	....	.....
investigation of strategies	....	....	....	.....
Data collection, findings / conclusions / recommendations	....	....	....	.....
References	....	....	....	..... .....
Real Estate & Housing Design Synergy of disciplines	....	....	....	.....
English summary	....	....	....	.....
Research poster	....	....	....	.....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	.....
Conclusion All products sufficient			▪ Go	▪ No Go
Date .....	Signature main mentor			.....
Academic counsellor Student is advised to consult the academic counsellor			▪ Yes	▪ No

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Landscape Architecture

P1

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents draft graduation plan according template	....	....	....	..... ..... .....
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Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective, research questions	....	....	....	..... .....
Design Research Formulation / analysis of initial design brief	....	....	....	..... .....
Design Preliminary design theme	....	....	....	..... .....
Preliminary choice of site	....	....	....	..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion		Sufficient to be completed in the period towards the P2		•	•
		Yes	No		
Date	..... / ..... / .....	Signature main mentor	.....		

Academic counsellor	Student is advised to consult the academic counsellor		•	•
	Yes	No		

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Landscape Architecture

P2

Learning objectives / aspects	Evaluation			Notes
	-	0	+	
Process documents draft graduation plan according template	....	....	....	..... ..... .....
Thematic Research Subject	....	....	....	..... .....
Problem statement	....	....	....	..... .....
Objective, Research questions	....	....	....	..... .....
Findings / conclusions / recommendations	....	....	....	..... .....
Design Research Design brief	....	....	....	..... .....
Context analysis	....	....	....	..... .....
Study of precedents, historical and social analysis	....	....	....	..... .....
Investigation of strategies	....	....	....	..... .....
Position in the academic debate	....	....	....	..... .....
Design Design brief	....	....	....	..... .....
Data and drawings according list of Master Landscape Architecture requirements	....	....	....	..... .....
Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....
<p>Conclusion</p> <p>Sufficient to graduate within 6 months <span style="float:right"> <input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> Restriction                 </span></p> <p>Date ..... / ..... /..... Signature main mentor .....</p> <p>Restriction .....</p> <p>Sufficient to graduate within 6 months <span style="float:right"> <input type="checkbox"/> Passed <input type="checkbox"/> Failed                 </span></p>				
<p>Academic counsellor</p> <p>Student is advised to consult the academic counsellor <span style="float:right"> <input type="checkbox"/> Yes <input type="checkbox"/> No                 </span></p>				

Appendix 7 – Assessment forms (U, BT, MBE, LA)

Assessment forms track Landscape Architecture

P3

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents n/a	....	....	....	..... ..... .....
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Research Master thesis report, draft	....	....	....	..... ..... .....
Design Data and drawings according list of Master Landscape Archi- tecture requirements	....	....	....	..... ..... ..... .....
Synergy of disciplines	....	....	....	..... ..... ..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion		Sufficient to be completed in the period towards the P4		•	•
				Yes	No
Date	..... / ..... /.....	Signature main mentor	.....		

Academic counsellor	Student is advised to consult the academic counsellor		•	•
			Yes	No

**Appendix 7 – Assessment forms (U, BT, MBE, LA)**

**Assessment forms track Landscape Architecture**

**P4 / P5**

Learning objectives / aspects	Evaluation			Notes
	-	0	+	

Process documents Graduation plan reflection	....	....	....	..... ..... .....
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Research Master thesis report, final version	....	....	....	..... ..... .....
Design Data and drawings according list of Master Landscape Architecture requirements	....	....	....	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
Synergy of disciplines	....	....	....	..... ..... ..... ..... ..... ..... ..... .....

Presentation Written, oral, drawings, graphics and models	....	....	....	..... .....
Process Academic attitude: evidence based, logical, critical	....	....	....	..... .....

Conclusion All products sufficient			▪ Go	▪ No Go
Date .....	..... / .....	..... / .....	Signature main mentor	.....

Academic counsellor Student is advised to consult the academic counsellor	▪ Yes	▪ No
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