

European Mining, Minerals and Environmental Program

Graduation Guide

2016-2018

EMMEP GRADUATION GUIDE

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INTRODUCTION

The master thesis project (30 EC) is an individual in-depth research or expert design project. In this final project of the master program, you will show your capability to solve an engineering problem on a sufficient academic level.

The master thesis shall be supervised in accordance with the examination rules of each of the three universities who participate in your specialization (consortium). You are encouraged to propose your own topic for your master thesis, which should be written entirely in English.

After you have successfully finished your master programme you will receive three degrees from the three different universities in your consortium. Every university has different rules and regulations, some determined by the university, some are national rules. It will take serious efforts and motivation to obtain all three degrees. The universities in the consortium have done their utmost to comply with the university and national rules and, at the same time, make it as easy as possible. Further details will be given in this document.

*Note: You need to stay registered at all the universities of your consortium during your graduation period. This means e.g. that, in addition to the TU Delft tuition fee; you have to pay the Student Union Membership fee at Aalto and RWTH Aachen, also if you would be physically somewhere else.

THE PROCEDURE

You may start your thesis in the second semester of the second year of the MSc. You need to follow the rules regarding pre-requisites from the university where you carry out the MSc. thesis. In any case all 90 ECTS from the courses have to be completed.

The graduation process is divided into the following phases:

- A. Orientation
- B. Start
- C. Execution
- D. Completion
- E. Post-thesis

A. ORIENTATION

In the orientation phase you will have to choose the topic for your master thesis project. It might be useful to look for the theses written by former students. Please check the TU Delft repository (<http://repository.tudelft.nl>).

Next, you should select a main supervisory university. When choosing your main university, it is best to focus on the available supervision/expertise and not on the location of your project. For example: If you have found a project in Germany, you are not obliged to have RWTH Aachen as your main university. Keep in mind that you can only choose a main university that is part of your own consortium (e.g. EMC students are not allowed to choose Wroclaw University of Technology as one of their supervisory universities).

You and/or somebody from the industry (or from another university) may propose subjects or projects for the thesis to the main supervisor. The acceptance of a proposal requires the agreement of the main supervisor and also the other two partner universities. You can find a list of responsible thesis coordinators in appendix 2. The company should appoint a representative to act as co-supervisor.

THE ASSESSMENT COMMITTEE

During the graduation process you will be guided by your main university and eventually assessed by an ‘assessment committee’. The committee comprises off at least three examiners, one of each university in your consortium. The supervisor from you main university should be your contact for any day-to-day questions and queries. If you have written your thesis on behalf of an external organization, your company supervisor should join the assessment committee as an external examiner.

COMPLETING YOUR THESIS PROJECT AT A COMPANY

If you have found a thesis project with an external host organization, you will need permission from your main supervisor. Some host organizations will want to propose a formal contract containing practical matters, such as, the possibility for the student to receive an allowance. It may also include a confidentiality clause, in which case, you should be aware of the rules of the participating universities. At Aalto University you are obliged to publicize your thesis. If the company asks you to sign a confidentiality check, please check with your supervisor at Aalto to discuss the case.

FINANCIAL AID

If you will do your thesis project outside of your home country and the Netherlands, you might be eligible for the *Erasmus+ Traineeship* grant. Please contact the EMMEP program coordinator (emmep@tudelft.nl) as soon as possible. For EMC students: The costs for the mobility card, for the semesters that you do not study in Aachen, can be refunded (15-20 euro for each semester).

B. START

After you have chosen you main university and found a thesis project that has been approved by your main supervisor, you may start working on your thesis.

First, send the EMMEP program coordinator (emmep@tudelft.nl) the following information:

- Topic
- Starting date
- University 1 (main university)
- Name and email of the main supervisor
- University 2
- Name and email supervisor university 2
- University 3
- Name and email supervisor university 3
- Name of the company (if applicable)
- Name and email company supervisor (if applicable)
- Expected date to finish your thesis

Each university will have a different approach on your supervision, schedules and working methods. Therefore it is important to discuss your work plan with your main supervisor.

The general regulations per university are as follows:

Aalto University as your main university:

- Agree on the topic of the Master’s thesis with your supervising professor at Aalto. The topics are handled and approved by the Degree Programme Committee. Approved topics are valid for one year.
- You do not need to be physically at Aalto when doing your Master’s thesis but stay actively in touch with your Aalto supervisor during the process.

RWTH Aachen as your main university:

- Master Thesis for EMC students consists of 27 ECTS for the thesis and 3 ECTS for the presentation.
- The topic can be issued by every professor of the Faculty of Geo-resources and Materials Engineering or the Division of Mineral Resources and Raw Materials Engineering
- The time allotted for the thesis is 6 months
- The topic may be returned only one time, during the first month after starting the thesis.

TU Delft as your main university:

- Hand in a work plan that represents the results of your efforts to find an appropriate thesis topic during the preceding orientation phase. You will draw up your work plan in close consultation with your thesis supervisor.
- Your work plan should state the topic of your thesis and how you intend to approach the subject matter.
- A particularly important component of the plan is the schedule. You should try to produce a realistic schedule showing firm dates for the completion of the various activities, making allowances for holidays, examination periods and so forth.

Wroclaw University of Technology as your main university

- Hand in an application form and all application documents copied and certified by TU Delft.
- The thesis topic needs to be officially approved by Wroclaw UofT Faculty Board and possibly, a co-supervisor will be assigned (who may act later as a reviewer).

Miskolc University as your main university

- Select the members of the final examination Committee, approved by the head of the Committee. One or two members of the committee from Miskolc University will be enough. The committee should be established before the end of April

C. EXECUTION

During the execution of your master thesis, you will conduct the activities listed in your work plan. Make sure your plan includes several interim reviews with your thesis supervisor in order to discuss the progress of your thesis. In the unlikely event that you have a disagreement with your supervisor, which cannot be resolved, you may contact either the local academic advisor or Degree program committee of your supervisory university to mediate in the situation.

D. COMPLETION

Please note that for each university in your consortium you will have to go through a different procedure in order to comply with university or national rules and regulations. The procedures are divided in two parts:

- Thesis procedure and
- Graduation and diploma procedure

THESIS PROCEDURE

We have tried to make it as easy for you as possible. Next to handing in your thesis, there are extra obligations per university.

	As you main university	As a partner university
Aalto University	Presentation, maturity test, two hardbound copies of your thesis. *)	Presentation, maturity test (may be done remotely). Send two hardbound copies by postal mail.*)
TU Delft	A green light meeting followed by presentation and defence (family and friends are welcome), OSA, thesis in online repository,	Hand in an evaluation form from main university. You will need permission to upload your thesis in the repository.
RWTH Aachen	Presentation, 6-8 weeks evaluation time.	Evaluation form needs to be handed in.
Wroclaw University of Technology	Presentation, answering 3 questions as part of your defence, several lay-out regulations.	Presentation and answering 1 question regarding your thesis remotely. Send evaluation from main university. Several lay-out regulations.
Miskolc University	1: Thesis presentation, answering questions as part of your defence; 2: final exam: short oral explanation of two final exam questions (list of final exam questions will be provided in April)	1: Thesis presentation, answering questions as part of your defence; 2: final exam: short oral explanation of two final exam questions (list of final exam questions will be provided in April)

***) the requirement of hardbound copies at Aalto University will most likely be abandoned after 1 January 2017.**

GRADUATION AND DIPLOMA PROCEDURE

In addition to these graduation obligations, there are several administrative steps you need to undertake to actually receive the diploma. These rules account for all students, regardless if it concerns the main or a partner university.

Aalto University:

- Agree with your Aalto Supervisor when you will presenting the Master's thesis, this can be done either at Aalto or remote.
- Agree with you Aalto Supervisor when you can do a Maturity Essay about your Master's thesis.
- Two hard bound copies (costs: approx. €150) of the Master's thesis are required.*)
- When all degree studies including the maturity essay and Master's thesis are completed, you can apply for the grading and graduation. The grading of the Master's thesis is decided in the Degree Programme Committee.
- The Degree Programme Committee has meetings once a month (with the exception of the month of July). If you want that your topic application or grading application to be decided in the Degree programme Committee meeting, you have to submit an on line application two weeks prior to the meeting. (You can see the submission dates and the

meeting dates of the School of Engineering here:

<https://into.aalto.fi/display/enmastereng/Schedule+for+graduation+and+thesis>).

RWTH Aachen:

- The thesis should be no more than 80 pages excluding the appendices
- The results of the thesis must be presented in form of an oral presentation

Acceptance and Evaluation of the thesis:

- The thesis must be handed over on time to the Central Examination Office in duplicate otherwise it will be graded 5,0
- Two hard copies and one pdf
- The examiner will be the person, who issued the topic of the thesis
- The person who approved the thesis subject is the supervisor. Examiner at RWTH is always Prof Lottermoser or Dr. Hennig. This differs from institute to institute.
- The grade of the thesis will be announced within eight weeks after the date of submission

TU Delft:

To obtain you TUD degree, you need to fill and hand in forms, called AES (Applied Earth Sciences) forms. You can find these forms here:

<http://studenten.tudelft.nl/nl/informatie/faculteitspecifiek/citg/master/formulieren-master/>.

The **AES-0** form contains extra information on the Graduation procedure.

The **AES-1** form has to be handed in before the start of the final thesis.

The **AES-2** form is to confirm the examination program, which contains all of the courses of the master program and the composition of the graduation committee.

This forms needs to be signed by the head of the Resource Engineering section, Dr. Mike Buxton.

*In addition to this form a **thesis document** with the title of the thesis and a thesis project description has to be handed in. Without this document, the AES-2 form will not be signed by Dr. Buxton. After the form has been registered by the OSA (education administration) department, a confirmation will be sent by email. Those who already handed in their AES-2 form and did not receive a confirmation email, should send the form again in addition to the above mentioned **thesis document**.

The **AES-3** form is needed to apply for the MSc diploma. This form should be handed in after the colloquium (graduation) date is planned, but at least 20 days prior to the colloquium. Please make sure to plan the graduation date before 31 August. If you graduate after this deadline, you need to stay registered at TU Delft which means that you have to keep paying tuition fee until you graduate.

You should send your AES-2 form to Dr. Mike Buxton (M.W.N.Buxton@tudelft.nl) together with the thesis topic and the thesis project description.

Wroclaw University of Technology:

- The university will organize a thesis presentation and final examination at their faculty (after the original thesis evaluation at the "primary" university). The thesis supervisor from a partner University will be invited to participate in the exam as a member of the exam committee. The dean will ask one of the Faculty members to act as a reviewer.
- In case the supervisor from a partner university is not able to come to Wrocław - the dean will assign a co-supervisor and a reviewer from the WoT faculty. The written thesis evaluation by the original supervisor will be requested and included in the procedure.

The student's final examination takes place in front of the WoT committee (only Wroclaw professors)

- In case neither the supervisor nor the student is able to attend the final examination in Wroclaw the thesis and the thesis evaluation by the original supervisor and the transcript of records from the "primary" university (for the thesis) is requested by WoT. The dean assigns a co-supervisor and a reviewer for the thesis and after all the documents are supplied in writing to the committee an official statement will be issued that the graduation requirements have been fulfilled (without final examination).

To graduate the student will need to transfer 100 zloty (approx. €25) to the university. The student has to fill in and send the Student statement, as well as a form to agree to upload the thesis in the repository. Also a , form has to be completed stating that the student would like to receive a diploma in English. Six passport photos' have to be sent by post in the specific format of 4, 5x6, 5cm. The university will only send you the diploma after , the cost of 125 zloty has been paid. The thesis hard copy, including a CD in a paper cover stuck to the back of the thesis including name and thesis title mentioned on the cd.

Miskolc University:

Hand in a black hard cover with golden letters thesis (approx. €70 per two). 2 cd's with your thesis in pdf format stuck to the back of the hard bound thesis.

Detailed rules should be developed on the faculty level; therefore the university has more flexibility to work out the rules whether the student should physically appear on the exam. According to the Hungarian Act on Higher Education, the final assessment is a final exam, which includes the defence of the diploma thesis and an oral exam on two topics which integrate several courses taught during the program. This is similar to the rules that are apply in Poland.

The final exam should be taken in front of the final examination board. It consists of minimum three persons, at least one should be from outside Miskolc university and at least one member should be a full professor. No other rules are written on this matter. It also makes the final examination quite flexible. The final exam board should be approved by the Faculty Council in spring. A joint board from the consortium universities will be allowed, however the members should be known in mid-spring.

The final exam period is normally in June and should be approved by the Faculty Council. Deadline to indicate this is at the end of April.

E. POST-THESIS

After you have finished your thesis report and all other necessary requirements, the university will award you a diploma. Since the residency of the students will be spread all over the world, it's not possible to organize an official diploma ceremony. You can either decide to pick your diploma up yourself, authorize someone else to pick it up for you or we will send you the diploma. In case of the latter, you need to take into account that a diploma can only be awarded once. TU Delft asks you to sign a permission form for sending the TU Delft diploma (see appendix 3).

WAIVE ONE OR TWO DEGREES

You are allowed, for any reason whatsoever, to decide to waive the right to receive one or two of the degrees and diplomas in your consortium.. Please inform the EMMEP coordinators (emmep@tudelft.nl) as soon as possible.

In this case, your thesis committee should contain the necessary members as given by the main supervisory university. For example: if you are an EMC student and you decide to only obtain your TU Delft diploma, your committee should meet all the TU Delft regulations.

More useful information can be found on the websites of the universities. All related websites are mentioned in appendix 4.

NEED MORE TIME?

In case you cannot finish the program within the official time limit of two years, there are several consequences:

- You need to pay tuition fee to TU Delft for the exceeding months;
- You need to stay registered at all universities in your consortium, which could also lead to extra costs per university.
- Check if you still meet the requirements of the possible scholarships/grants.
- At Aalto University you have to complete the work within 12 months from acceptance of the topic, otherwise you need to apply for a new topic.

ALUMNI NETWORK

You have been added to the FEMP alumni and student database when you started the program. You should check and update your information regularly at www.iidesk.nl/femp . You will receive useful information, such as, job vacancies, information from the industry and information regarding the annual reunion. You can also see where the other 780 colleague FEMP alumni and students are working and living.

APPENDIX 1: OVERVIEW OF COSTS

Tuition fee at TU Delft. See <http://www.tudelft.nl/en/study/studying-at-the-tu-delft/finances/tuition-fees-and-other-expenses/for-international-students/>

Additional costs:

EMC/EMEC:

Aalto: €150 (hardbound thesis books); **the requirement of these hardbound copies will most likely be abandoned after 1 January 2017.**

Student Union Fee for Aalto and RWTH Aachen (also if you are elsewhere).

EMEC and EGEC:

-Wroclaw €60, graduation fee and mailing costs

-Miskolc: €70 (hardbound thesis books)

APPENDIX 2. RESPONSIBLE THESIS COORDINATORS.

Aalto University:

EMC: Mikael Rinne (mikael.rinne@aalto.fi)

EMEC: Rodrigo Serna (rodrigo.serna@aalto.fi)

RWTH Aachen:

EMC: Bernd Lottermoser (lottermoser@mre.rwth-aachen.de)

More info: Tobias Braun (braun@bbk3.rwth-aachen.de); Max Berner (Bernier@mre.rwth-aachen.de).

TU Delft:

EMC/EGEC: Mike Buxton (M.W.N.Buxton@tudelft.nl)

Wroclaw University of Technology:

EMEC/EGEC: Gabriela Paszkowska (gabriela.paszowska@pwr.edu.pl)

Miskolc University:

EMEC/EGEC: Ferenc Madai (askmf@uni-miskolc.hu).

APPENDIX 3: POST PERMISSION FORM



I, **your name**, hereby give permission to Delft University of Technology of the EMMEP consortium to send my diploma by Express post.

I am aware of the fact that Universities of the EMMEP consortium can only issue a diploma once. If the diploma does not reach its destination I will not hold Delft University of Technology responsible.

Please send my diploma to:

To	
Address	
Postcode and city	
Country	
Telephone nr	
E-mail	

Place

Date

Name

Signature

APPENDIX 4: USEFUL WEBSITES AND INFORMATION.

- Erasmus Information (erasmusgrant@tudelft.nl)
- OSA (TU Delft) (OSA-CITG@tudelft.nl)
- TU Delft graduation forms: <http://studenten.tudelft.nl/en/students/faculty-specific/ceg/master/forms-master/>
- Aalto thesis procedure: <https://into.aalto.fi/pages/viewpage.action?pageId=13419287>
- Aalto graduation procedure: <https://into.aalto.fi/display/enmastereng/Graduating+with+a+Master+of+Science>
- Miskolc guideline for thesis work and final exam: http://s3.emmep.org/uploads/attachment/file/81/thesis_guide_Miskolc.pdf
- Wroclaw University of Technology Study regulations: http://pwr.edu.pl/fcp/zGBUKOQtTKlQhbx08SlkATxYCEi8pMgQGS38PRAobVm8PVhQsRgNtUjsSWHoBEG4CRAIfIS8MGQsGK0MLEgUPKB4/users/code_eCVYRPgYXNVg5Xh09GgBLGl9XR3g8Gh9MDCEUHxYb/dokumenty-2016/regulamin_studiov_2015_en.pdf