Aerospace Engineering Graduation project

EWEM, Rotor Design Track / Aerodynamics Profile

Organisation steps

Version Oct 2017

All forms mentioned (AE-2, AE-3 and AE-4) and information (amongst others: MSc regulations) can be found on,

TUD: <http://studenten.tudelft.nl/en/students/faculty-specific/ae/ae-airport/>

<http://studenten.tudelft.nl/informatie/faculteitspecifiek/lr/msc/thesis/>

DTU: <https://www.inside.dtu.dk/en/undervisning/regler/afsluttende-projekter/kandidatspeciale?fs=1> (This link contains the general rules for MSc project. If you need more specific information about EWEM, Rotor Design Track please contact to MA.)

See also appendix 1 for the DTU procedures.

cha: chairman of thesis committee sup: supervisor

MA: Marianne Hjorthede Arbirk (DTU) SW: Sylvia Willems (TUD)

TK: Taeseong Kim (DTU) WB: Wim Bierbooms (TUD)

stu: student

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|  | Typical dates |  | Action |
| 1 | Sep / Oct | * Agreement on topic and starting date * Have a look at all MSc regulations of TUD and those of DTU * Fill in form for changes in MSc Programme (AE-4) in case you want to modify your list of courses for the last time * In case you want to do your thesis at a company:   (DTU) contact to TK or MA to get information  (TUD) read the information about this topic on the Brightspace organisation “Master Thesis AE” carefully and use the standard TUDelft contract;   * otherwise legal affairs has to be involved | stu, sup TUD & sup DTU  stu  stu  stu  stu & WB |
| 2 | S  Nov | S: Start of thesis project  Note: you do not have to register your thesis project in Osiris or to enroll in Brightspace for TUD but your project should be registered in DTU INSIDE by your DTU sup | stu & sup DTU |
| 3 | KO  End of Nov | KO: Kick off   * Fill in the Thesis Kick-off form (AE-2), let it sign by supervisor TUD and supervisor DTU and mail it to the student administration TUD (with supervisor TUD, supervisor DTU and WB plus MA in CC)   See appendix 2 for guidelines   * Use the online tool for the last time in case you want to modify your list of courses * Only on request (by student, supervisor TUD or supervisor DTU) a meeting will be scheduled | stu  stu  stu, sup TUD or sup DTU |

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| 4 | Start of Dec | * Mail a one page description, including graphs / pictures, for website + photo to WB   <http://www.lr.tudelft.nl/en/organisation/departments/aerodynamics-wind-energy-flight-performance-and-propulsion/wind-energy/education/master-projects/>   * Place description + photo on web site | stu  WB |
| 5 | End of Dec | * Hand in literature study (as part of thesis report) to supervisor TUD and supervisor DTU * Have a look at document about MSc requirements which you can find on the Brightspace organisation "Wind Energy" | stu  stu |
| 6 | Jan | * Make sure that the grades of all your courses are registered in Osiris well before Green Light (GL) |  |
| 7 | Feb | *Only in case you are doing your thesis work at TUD:*   * Registration: fill in form * activation campus card for student room * house rules * library WE * Introduce MSc student to Wind Energy group | stu & SW  sup TUD |
| 8 | Mar / Apr | * Schedule Midterm meeting (MT) | WB & SW |
| 9 | MT - 3 days | * Hand in midterm report to supervisor TUD, supervisor DTU, chairman TUD and WB   Note: for the midterm report nothing special is required: just mail your draft thesis report as it is. | stu |
| 10 | MT  Apr | MT: Midterm meeting (45 min)   * 20 min presentation plus 25 min for questions and discussion * Update planning if necessary | stu, sup TUD, sup DTU,  cha TUD & WB |
| 11 | MT+ 3 days | * Determine MSc thesis committee   Note: contact SW in case of questions with respect to the TUD rules about thesis committees and MA with respect to the DTU rules | sup TUD,  sup DTU |
| 12 | FD:  GL - 1 wk  Jun | FD: Final Draft Thesis   * Mail final draft thesis to chairman TUD, supervisor TUD and supervisor DTU   Note: it is possible to agree upon a different time period between FD and GL | stu  sup TUD & stu |
| 13 | GL - 2 days | * Upload the final draft thesis for the plagiarism check in Turn-It-In (see Brightspace Organisation ‘Master Thesis AE’) and give a pdf print-out of the originality report to the supervisor TUD | stu |
| 14 | GL:  DD - 2 wks | * GL: Green light   Notes: this only holds for TUD; in case no GL is given, the supervisor TUD will provide a clear overview of required modifications   * Inform chairman TUD, supervisor DTU and SW | sup TUD & stu  sup TUD  sup TUD |

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| 15 | GL + 1 day  G - 20 working days | * Fix defence date * Book room for presentation * Book room for defence * Invite committee members by mail * Send abstract of presentation to SW * Announcement MSc presentation; mail and website * Fill in and submit form permission to defend (AE-3a) at least 20 working days before Graduation Day (G) * Fill in and submit form application Msc degree/diploma (AE-3b) * Fill in and submit form room reservations MSc (AE-3c)   Note: in case you are doing your defence at DTU the room reservation, committee member invitation, announcement of defence will be handled by sup DTU (except the AE-3 forms mentioned above) | stu & SW  stu  stu & SW  stu  stu  SW  sup TUD  (+ preferably also cha TUD)  stu & SW  stu & SW  sup DTU |
| 16 | DD - 2 days | * Upload the final thesis for the plagiarism check in Turn-It-In and give a pdf print-out of the originality report to the supervisor TUD * Main changes between the final draft thesis report and final thesis should be clearly indicated to the supervisor TUD | stu  stu |
| 17 | DD - 1 day | * Check the originality report   Note: in case of omissions or if the upload has not taken place the defence and graduation is postponed and/or cancelled. | sup TUD |
| 18 | DD  Jul | DD: DTU deadline for delivery / Final Thesis   * Upload the final thesis, before DTU deadline for delivery, on the DTU INSIDE * Submit final thesis report (hardcopy), before DTU deadline for delivery, to all committee members   Notes: the reports can be printed with the help of SW; clearly indicate (on cover) in case your thesis report is confidential | stu  stu |
| 19 | G - 1 day | * Hand in CD/DVD (report, presentation plus all other information relevant for a follow up study) to SW   Note: report also in pdf format (smaller than 50 Mb) and presentation also in pdf or ppsx format.   * Clean desk in student room and remove all files from desktop computer | stu  stu |
| 20 | G:  DD +  2 to 4 wks  Aug | G: Graduation day   * Presentation and defence   Note: ask a fellow student to set up a (Skype) connection with DTU during your presentation (or with TUD in case you have your defence at DTU) | stu  stu & thesis committee |
| 21 | G + 1 wk | * Deregister from studielink during the month of graduation * Please provide us feedback:   + What can be improved on our websites and Brightspace   + Do you have any suggestions/advice/best practices for your fellow EWEM students (to be published on Brightspace) | stu  stu |
| 22 | G + 1 mth | * Mail link of new work place or private website to WB * Place presentation, report and link on web site (finished MSc projects) | stu  WB |

Overview of planning (in weeks)

≥ 1 ≥ 2 ≥2, ≤ 4

FD  GL  DD  G

Jun Jul Aug

FD: Final Draft Thesis

GL: Green Light

DD: DTU deadline for delivery / Final Thesis

G: Graduation Day

Note: on the Airport site a period of 1 week is mentioned between DD and G; this does not apply for EWEM.

**Appendix 1: Procedures at DTU for M.Sc. thesis work of students on the EWEM Rotor Design track**

Only students of the EWEM Rotor Design track are allowed to make a 45 ECTS thesis with a duration of 9 months. The following procedures are valid for all EWEM Rotor Design track students no matter at which university you write your thesis.

You must start your 45 ECTS thesis before November 1 (a minimum of 55 ECTS is required to start your master project).

You must upload the thesis to DTU’s DTU INSIDE (formerly Campus Net) within 9 month after your starting date and before August 1.

**You must defend the thesis within 14 days after your date of delivery and before September 1.**

Before you can start your thesis work you must find a supervisor at DTU who supervises your project. You must begin this search from the start of the semester because the setup of the thesis project topic and team (including the supervisor from TUD and possibly industry contacts) will take several weeks. Once you have agreed on the topic and written a project description with your DTU supervisor, you must ask the DTU supervisor to register the project in DTU INSIDE (he/she needs to contact Marianne Arbirk for this) before you start the thesis. Note that if the DTU supervisor is not from Department of Wind Energy you should make Marianne Arbirk aware of this issue, so that she can contact the particular department and explain your special situation. The DTU supervisor is responsible for finding a date and an external examiner for the defense, and he/she must make sure that there is a room with video link/skype connection to the examiners at TUD. For your information: the following TUD examiners are approved by CensorNet.dk: Gerard van Bussel, Carlos Ferreira and Roland Schmehl.

The Midterm evaluation is not mandatory at DTU but we strongly support this for the sake of the student.

If you or your DTU supervisor has any questions regarding the thesis approval or the Thesis defence procedure – please contact Marianne Arbirk – then she will help out.

Since many of you are moving to another country after your stay at DTU – please inform Marianne Arbirk ASAP about your new address – so that it can be corrected in the DTU system.

DTU only send diplomas by snail mail – so it is important that the correct address is in the system.

**Appendix 2: Guidelines for filling out Thesis Kick-off form (AE-2)**

* use the 2nd box on page 1 (i.e. the one with title "When your literature Study is part of your thesis ....").

Note: the form is used for all Aerospace Engineering students at TUD, so that is why 42 ects is mentioned for thesis work and 12 ects for literature study; as you know for EWEM the thesis work is 45 ects which includes some kind of literature survey.

* mention the DTU deadline for delivery in the box "Expected hand in date thesis"

Contact WB in case of questions

**Appendix 3: TUD diploma**

In case you do your presentation/defence at TUD: starting the 1st of April 2016 master graduates at Aerospace Engineering will receive their master diploma the same day and immediately following the defence of their thesis.

In case you do your presentation/defence at DTU:

* You do not have to fill in form AE-3c (room reservations MSc)
* Student collects diploma in Delft at secretary of the chair (SW) or signs a declaration that she/he is aware that the diploma is only issued once (see below for example)
* the secretary of the chair (SW) will send the diploma with registered post in case the student is abroad

