

Van: webmaster-wbk-citg
Verzonden: donderdag 3 juli 2025 13:39
Aan: Dijana Boric; Elske Bakker
Onderwerp: HE Week mail

Dear colleagues,

Here is the team update for this week.

❖ **GENERAL ANNOUNCEMENTS**

- **HE staff meeting:** On July 7th, the final staff meeting of this academic year will be held, followed by a festive conclusion. Kindly let us know if you will be attending. We hope to see you there!
- **Refrigerator clean:** On Tuesday, July 8th, all refrigerators in the pantries will be emptied and cleaned. Please make sure you remove all your items beforehand, as everything left inside will be thrown away.
- **Education: Graduation Committee Check in MyCase**
When a student submits their graduation committee via MyCase, it is first reviewed by the chair before proceeding to the Board of Examiners (BoE) for final approval. While chairs are not formally responsible for validating the composition, being familiar with the applicable rules can help facilitate a smooth process and reduce the risk of proposals being returned by the BoE. The criteria are outlined in the [RBoE 2024–2025](#), article 23. If you have any questions regarding committee composition, please contact [Dijana Boric](#).
- **MSc thesis topics:** From now on, all MSc thesis topics will be checked more strictly for compliance with the official template. Each topic must include at least one TU Delft contact person with a TU Delft email address. The required template can be found on the HOS and HE Brightspace pages under 'Topics → Materials'

❖ **TOPIC OF THE WEEK**

Please do not forget to register your leave and vacation hours. These are not meant for accumulation.

Met vriendelijke groet / Kind regards,

Elske, Dijana & Jelle
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