Checklist Master Electrical Engineering
2020-2021

As a new master student, you must fulfill some requirements:

1. Choose your specialization/research group of preference
   ✓ Before you start with the master, start thinking about your specialization (if not already known). Visit the websites of the nine research groups (for an overview, see the Specialization page on the Online Education Guide) or visit the website of Explore Your Master 2020 from the StudentBody website: try to get acquainted with the research activities of the department of Electrical Engineering. Before October 11th, 2020 at 23:59h, your specialization should be final because you have to register for the first specialization course in the second quarter. The specialization courses of all research groups can also be found on the Specialization page of the Online Education Guide.
   ✓ Register your specialization in the online Master Market Place https://master.ele.tue.nl before September 15th, 2020. The Master Market Place application will be opened for new master students as of August 25th, 2020.

2. Register for core courses
   ✓ In OSIRIS, you should register for three core courses based on your specialization/research group of preference. Each research group has requirements (Important or Preferred) regarding the core courses. See the Online Education Guide for an overview of all research groups and their preferred core courses. Be aware to register for the core courses of the first quarter before August 23rd, 2020 at 23:59h. For external master students, the deadline is Friday September 4th, 2020 at 23:59h. At the same time, check if you are registered for the exams of these core courses because TU/e has strict deadlines for registration for courses and exams. If you are a master
student, you are automatically registered for courses and exams. If your enrollment in the master is not definite yet, you can register for master courses, but you cannot register for master exams. Do not forget to register for master exams before the deadline of Q2 (October 11th, 2020) as soon as your enrollment in the master is definite.

3. Write your Personal Development Plan
   ✓ Write your own Personal Development Plan (PDP). An example of a PDP can be found on the Mentoring page of the online education guide.
   ✓ Use the PDP during the meeting with your mentor.

4. Sign the TU/e Code of Scientific Conduct
   ✓ Read the webpage on scientific integrity and sign the TU/e Scientific Code of Conduct and send a digital copy to CSA.EE@tue.nl.

5. Planning the mentor meeting
   ✓ Based on your specialization/research group of preference, you must make an appointment with a mentor with whom you will discuss your Personal Development Plan (PDP) and your study program. You can find the mentor of your preferred research group on the Mentoring page of the online education guide. Note that you must approach your mentor yourself to make an appointment.
   ✓ Discuss the contents of the study program regarding your specialization electives and your free electives. Your mentor advises on your choice of specialization electives based on the requirements of the research group. Check the Online Education Guide for more information about electives.
   ✓ Discuss options for international experience. You have to choose 15 EC of international experience by means of following courses abroad or doing an international internship or international graduation project.
   ✓ Contact your mentor yourself before September 26th, 2020 to make an appointment. This appointment must take place before October 11th, 2020 in order to leave enough time to register for the Q2 courses.

6. Notebook requirements
   ✓ The notebook you use during lectures and exams should be as powerful as the notebook computer offered by the TU/e Notebook scheme. If you cannot or do not wish to make use of the notebook scheme, your notebook must meet the minimum requirements for the educational software. See section 3.4 Notebook scheme of the Student Statute for more information about these minimum requirements.
7. Safety and health training

A safety and health, 1st year instruction training takes place online during the first lecture week of Q1. During this training you gain practical information about the buildings, and learn how to avoid hazards and risks, how to act in case of emergency, and how to prevent physical complaints caused by computer work. It is important to attend, not only for your own safety during your studies, but also for the safety of your fellow students and the EE staff. Therefore, the training is compulsory for all new students and counts as a practical exercise within the Master’s program. You will receive an invitation for the online instruction, including a time slot. If you do not attend you are not able to complete your program: your presence will be registered.

8. Approval study program

✓ After the mentor has given advice on your study program, including the specialized electives and free electives, you can setup your preliminary study program for approval by the Examination Committee using the Master Market Place.
✓ Use the course planner of the Master Market Place to plan your courses (core, specialization and electives) for the new academic year before October 11th, 2020. The Examination Committee EE must approve of the contents of the study program. Register the courses before the deadline in OSIRIS. Use the Wait for approval-button in the Master Market Place to request the academic advisor (commissioned by the Examination Committee EE) to approve the preliminary study program.
✓ The academic advisor does a first check on your preliminary study program to see if it meets all the criteria determined by the Examination Committee. In case your study program does not meet the criteria, you will be notified by the academic advisor so that you can make changes in the Master Market Place.
✓ When your preliminary study program is correct and approved by the academic advisor via the Master Market Place, you can download the EE Approval Study Program form, complete it (where applicable). After completion, you can send it to spc.ee@tue.nl for an official approval by the Examination Committee EE.
✓ Register your specialization (choice of research group) in OSIRIS as well via Registrations -> Specialization. Note that you should register for only ONE specialization in OSIRIS.
✓ It is possible to change electives, but this always must be done with the advice of the mentor. The Examination Committee EE should be informed about this change, together with the advice of the mentor.

9. Registration deadlines

✓ Deadlines for registration for master courses are the same as for bachelor courses. Although you still can register separately for master exams (especially in case of re-sits), it is recommended to check that you are registered for both courses and exams at the same time. If you fail to register for an exam within the period specified, you are not allowed to participate in the exam, unless you pay administration costs totaling € 20 per study component no later than five working days before the examination period. After payment of the administration costs you are immediately registered. Here you can find more information about enrolling for courses and examinations and the deadlines.