Checklist Master Electrical Engineering
2019-2020

As a new master student, you have to fulfill some requirements:

1. Choose your specialization/research group of preference
2. Register for core courses in OSIRIS before the deadline of the first quarter → before 25 August 2019 at 23:59h
3. Complete the Diagnostic Tests of Professional Skills from SkillsLab and write your Personal Development Plan
4. Plan a mentor meeting to
   - discuss your Personal Development Plan based on the results of these tests
   - sign the Code of Scientific Conduct in the presence of the mentor
   - discuss the specialization and free electives with your mentor
5. Notebook requirements
6. Training Health and Safety Risk Management
7. Approval study program
8. Registration deadlines

Visit the Digital Education Guide for in-depth information regarding the curriculum of the master of Electrical Engineering and other information.

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 Digital Education Guide) or try to get acquainted with the research activities of the department of Electrical Engineering. Before 13 October 2019, your specialization should be known 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 Digital Education Guide.
   ✓ Register your specialization in the Master Market Place web application https://master.ele.tue.nl before 15 September 2019. The Master Market Place application will be opened for new master students as of 2 September 2019.

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 Digital 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 25 August 2019 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 (13 October 2019) as soon as your enrollment in the master is definite.

3. Complete the TU/e Diagnostic Test of Professional Skills and write your Personal Development Plan
   ✓ Complete the TU/e Diagnostic Test of Professional Skills via SkillsLab. This Diagnostic Test of Professional Skills consists of four mandatory elements which have to be completed and discussed with your mentor within the first quarter. The four elements are A Broad Test on Skills (SKL00), Teamwork Skills (SKL10), Presentation Skills (SKL20) and Academic Writing Skills (SKL30).
   ✓ Based on the results of the four Diagnostic Tests, write your own Personal Development Plan (PDP). An example of a PDP can be found on the Mentoring page of the digital education guide.
   ✓ Use the results of the Diagnostic Tests and the PDP during the meeting with the mentor.

4. Planning the mentor meeting
   ✓ Based on your specialization/research group of preference, you have to make an appointment with a mentor with whom you will discuss the results of the four Diagnostic Tests, your Personal Development Plan (PDP) and your electives. You can find the mentor of your preferred research group on the Mentoring page of the digital education guide. Note that you have to 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 has to approve of your choice of specialization electives based on the requirements of the research group. Check the Digital 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.
   ✓ Sign the TU/e Scientific Code of Conduct in the presence of your mentor and send a digital copy to CSA.EE@tue.nl.
   ✓ Make the appointment with your mentor before 28 September 2019 to have enough time to register for the courses for the second quarter (before 13 October 2019).

5. 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.

6. Training Health and Safety Risk Management
   ✓ As part of the regulations of our university, all new students who are new to the Flux building are obliged to follow the Health and Safety Risk Management training, the so-called “ARBO-training”, i.e. a training on health and safety regulations regarding your work environment. This
training is a one-off training which lasts approximately 30 minutes. Your presence at this training is mandatory (you have to sign the attendance list). The date of the ARBO-training is not definite yet but it will take place in the big lecture hall of Flux 1.02 during the lunch break and starts at 12:45h until 13:15h.

7. Approval study program

✔ Use the course planner of the Master Market Place to plan your courses (core, specialization and electives) for the new academic year before 13 October 2019. The Examination Committee has to approve of the contents of the study program as well. Register the courses before the deadline in OSIRIS. Use the Wait for approval-button in the Master Market Place to request the Examination Committee to approve the preliminary study program.

✔ After approval by the Examination Committee, download the EE Approval Study Program form, complete it (where applicable). After completion, you can send it to spc.ee@tue.nl for approval by the Examination Committee.

✔ 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 has to be done in accordance with the mentor. The Examination Committee should be informed about this change, together with the advice of the mentor.

8. Registration deadlines

✔ As of the academic year 2018-2019, 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 resits), 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.