Checklist internal double degree master

This checklist explains the steps necessary to **start** an internal (TU/e) double degree program. This checklist is mainly intended for Master students wanting to obtain a double degree. However, Bachelor students can use this checklist to already start planning their master double degree

Note that this checklist only gives a general description of the steps to be taken. Depending on your study progress (1st, 2nd or 3rd year Bachelor or 1st year Master), some stages listed here are not applicable (yet).

Before you can start your double degree program, there are different stages you have to complete. Steps 2, 3 and 4 can be followed in a diverse order. Steps 3, 4 and 5 can only be taken after you have started your master’s program.

1. Gather online information about basic double degree program requirements
2. Check your admission for both Master’s programs and possible deficiencies which need to be resolved.
3. Plan your double degree program according to TU/e and educational regulations
4. Contact your academic advisors of both Master’s programs
5. Submit your double degree program to both Examination Committees for approval

After completion of all steps and approval the double degree program, you can officially start your double degree program.

# **Stage 1 Obtain information**

TU/e guidelines to a double degree program can be found in the education guide ([Student Statute, section 5.5](https://educationguide.tue.nl/organization/official-rules-and-regulations/student-statute/interim-and-final-examinations/#c10314)). Also, Examination Regulations describe the program-specific rules regarding double degree programs. Check the Examination Regulations of both programs in the program-related digital education guide.

In essence, your double degree program should:

* meet the requirements of both Master’s programs (see PER and ER of each Master’s program in the education guide)
* have a minimum of 165 credits and a maximum of 195 credits
* include a combined graduation project, although it is allowed to do two separate projects.
* not have overlap of content, i.e. program-specific courses from both Master’s programs should not overlap on content.
* be approved by both Examination Committees

It is recommended to discuss your choice for a double degree program with fellow students with experience in a double degree program.

**Stage 2 Admission**

Check if you are admissible for both programs. If you are not directly admissible, please ask the academic advisor of the specific program(s) for more information about the admission procedure and, if applicable, deficiency courses needed for admission.

If you are a first or second year Bachelor student and you are planning a double degree Master’s program, it might be possible to resolve deficiencies in your Bachelor elective space. Please contact the academic advisor of the other master’s program for details.

**Stage 3 Setting up your double degree program proposal**

If you have gathered enough information, you can start setting up your double degree program.

Take the following into account:

* Which **specializations** do you want to select for both Master’s programs?

What are the program requirements for these specializations?

* Make an appointment with both TU/e **mentors** from both specializations. This meeting is intended to get their support:
	+ for your plan to start a double degree program
	+ for your intention to a combined graduation project
	+ for your selection of specialization elective courses (as part of your entire program)
* Use the double degree **template** file on the program-related education guide. This template offers both an overview of each program (120 EC), as well as an overview of the entire double degree program (165-195 EC). This templates supports your program set up and your course selection. You will also need this form for your request to both examination committees.
* Make a **study** **planning** for all the courses, internship and graduation project, spread over the next academic years. This way you will have an overview of all educational components per quarter.

It is advisable to start setting up your program just before the moment you start both Master’s programs, or after you already have been enrolled in either Master’s program.

**Stage 4 – Schedule a meeting with your academic advisor**

It is essential to talk to both academic advisors: they will check whether you have met all requirements and they are able to advise you in case of questions.

**Stage 5 – Ask approval for your double degree Master’s Program**

When the mentors have agreed on the program, you can submit your double degree program to both Examination Committees. Your request should contain:

* a motivation
* the program template (your preliminary program)
* signatures of both mentors
* a planning of the double degree program

*Pay attention:*

* You have to submit your total double degree program before the beginning of your second year of enrollment in the Master’s program.
* When both examinations committees have approved your program, your double degree is formally established and can be activated only then.

In case you want to make changes to your double degree program in a later stage, please first contact your academic advisor(s) for the steps to take. Keep in mind that all program changes need approval from both examination committees.