

CHECKLIST BACHELOR FINAL PROJECT – MAJORS EE & AT – Q34 – 2023-2024

When	To do	Check
Before project	Make sure your examination program has been approved by the Examination Committee EE: for EE , for AT	
	Make sure you meet all starting criteria: <ul style="list-style-type: none"> - obtained at least 120 credits - obtained all study components of the 1st year of the Bachelor’s program - obtained at least two elective study components (courses) If you do not meet these criteria at the start of your BEP, you are not allowed to start your BEP.	
	Register in OSIRIS for the BEP EE (5XECO) and, if applicable, for the BEP extension (5XED0). Please note, make sure to register for 5XECO and 5XED0 even if you do an ISBEP. Your grade for the ISBEP needs to be registered by the EE department on the 5XECO and, if applicable, 5XED0 codes.	
	Attend the BEP EE Kick off meeting on Thursday November 23 th 2023, from 13:30 to 15:15.	
	Subscribe to the BEP EE (5XECO) Canvas page, and, if applicable, to the BEP extension (5XED0) Canvas page. Navigate to the BEP Marketplace through the module BEP Marketplace of the Canvas page of BEP EE (5XECO). In order to register your BEP extension in the BEP Marketplace, you also need to navigate to the BEP Marketplace through the module BEP Marketplace of the Canvas page of BEP EE extension (5XED0).	
	Login in to the BEP Marketplace and submit your five preferences for projects within the EE department, deadline is on January 21 st , 2024. Alternatively, choose an ISBEP . The ISBEP Info event takes place on December 1 st , 2023 (registration deadline November 29 th , 2023). The ISBEP Pitch event takes place on December 12 th , 2023 (registration deadline December 11 th , 2023). You have to submit your preferences for ISBEP challenges before December 15 th , 2023. Or arrange your own project (private proposal) within or outside the university under a few strict conditions: for EE , for AT . Please note, the deadline for submitting a private proposal is on December 3 rd , 2023.	
Start/during project	Start work on your project on Monday, February 5 th , 2024 and maintain regular contact with your (daily) supervisor	
	During the project there are several deadlines for submitting documents to the BEP Marketplace and your supervisor and for attending training sessions. These can be found in the BEP EE study guide as published on the BEP Marketplace.	
	Attend the workshops Academic writing in English. Dates can be found in the BEP EE study guide as published on the BEP Marketplace.	
	Attend the mandatory workshop Information skills. More info can be found in the BEP EE study guide as published on the BEP Marketplace.	
	Hand in a signed Code of Conduct for the BEP before the deadline on February 18 th , 2024.	
End project	Hand in your final paper to your supervisor and BEP Marketplace before the deadline on June 9, 2024.	
	Give a presentation for the BEP panel between June 17 th and June 21 st . Your presentation should be 9 minutes, after which a discussion of 6 minutes will follow.	
	The final grade, including professional skills, will be determined after the concluding BEP panel session. More information on the assessment can be found here for EE and here for AT and in the BEP EE study guide.	