TO-DO LIST: MSc Program Artificial Intelligence & Engineering Systems

This list is intended for students with a MSc Enrollment per September 2023 in the academic year 2023-2024.

By following these instructions you can be sure that you are taking all the necessary administrative steps to complete your program.
In case you have any questions, don't hesitate to contact the CSA EE administration via ee.csa@tue.nl or your academic advisor via ee.academic.advisor.aies@tue.nl.
Please always state your name, program and student ID-number in the communication with the CSA Office or the academic advisor.

Prepare your start		
When	**What**	**To-do**
Before the start of the program	**Be informed.** Go to the digital education guide to read all information about the master's program.	Go to: Artificial Intelligence & Engineering Systems (tue.nl)
Before the course & exam registration deadline	**Course registration.** Register for the mandatory core courses in quarter 1. Save the automated confirmations Osiris sends you as a proof of registration.	Your course and exam registration runs via Osiris. Make sure to register before the deadline (August 27, 2023). A course registration also includes a registration for the first exam attempt. **Exception:** New MSc students with a first TU/e enrollment can register until Friday in the first education week of the program (September 8, 2023). **Pay attention**: if your MSc enrollment is not yet completed before the course registration deadline, you can only register for the course itself. After receiving your final master's enrollment, you then still need to register for the master's exams before the first applicable deadline.

Select a specializations track		
When	**What**	**To-do**
Before September 14	**Be informed.** Go to the digital education guide to read the information about the specialization tracks and watch the track videos.	Go to: Tracks (tue.nl)
September 14	**'Choose your track event'** Make sure to keep this date free in your calendar, so you can participate.	You will receive an invitation for this event via Canvas 5INFO Student information department of Electrical Engineering. During this afternoon you will be informed about each track, about the selection and registration procedure.
Before September 21	**Submit your final track selection**	No later than September 21 you have to submit your final track choice via this Canvas form. Make sure to fill in all required fields, as this provides the basic information necessary for the first mentor meeting and for your program course selection. Afterwards, the information in these track selection forms will be shared with the track coordinators and track mentors. They will use this information to allocate students to a track mentor. The track mentor will support you in compiling your program and in informing you about the graduation options and procedure.

First track mentor meeting		
When	**What**	**To-do**
Before September 25	**Prepare the first track mentor meeting**	Your track mentor will invite all students in the track mentor group to a first meeting. Make sure to prepare this meeting. Think of the following: • What is your motivation for selecting this track? • What deficiencies do you might have regarding your track selection? • What are your first ideas for a direction of your program: which specialization electives would you like to do? What is your preference regarding a graduation project in a specific department and/or research group ? • What is you ambition regarding an international experience?
Between September 25 – October 6	**First track mentor meeting**	During the track mentor meeting you will receive more in-depth track and course information that will support you in making your program choices: • your choice for core courses 4a/4b, 5a/5b,and 6a/6b • your choice for specialization courses including the domain-specific knowledge course • your choice for free electives / homologation courses
Between September 25 – October 6	**Mandatory!** **Sign and submit the 'TU/e Code of Conduct for Scientific Integrity'**	As stated in the PER MSc AIES, Art. 1.3, TU/e Code of Conduct for Scientific Integrity: '*During enrollment students are held to the TU/e Code of Conduct for Scientific Integrity*'. At TU/e students are trained to carry out academic research with integrity, according to five central values : trustworthiness, intellectual honesty, openness, independence and societal responsibility. All master's students at TU/e are asked to sign the TU/e Code of Conduct as a way to declare that they support the central values and that they will carry out their research in accordance with these standards of integrity. You have to submit this statement twice during your program. 1. In semester A – during the first track mentor meeting: You have to sign TU/e Code of Conduct for master students in the presence of your mentor. You have to submit this form afterwards via ee.csa@tue.nl. 2. At the completion of the Graduation project a second form must be signed and attached to your graduation report: the TU/e Code of conduct of scientific conduct for the master's thesis.

Choose your courses		
When	**What**	**To-do**
Before October 15	**Select your core, specialization and free elective courses**	Based on the information in the education guide, your track selection and the information you received during the first track mentor meeting you can select your courses and set up a first draft program (program of examinations). Here you can find the Program of examinations (study program) AI&ES form, to make an overview of the core, specialization and free electives courses you would like to complete. This draft set up is mainly for your own overview. It is not necessary to already submit this in the first quarter. However the overview helps you to schedule all your courses over the academic year. If you still have questions about your course selection, possible necessary homologation courses, or other content and track related questions, you can ask your track mentor for an extra individual meeting in Q1 or Q2.
October 15	**Registration deadline:** **Course registration Q2 & Exam registration Q1**	Make sure to register in time for your Q1 exams and your Q2 courses via Osiris. Save the automated confirmations Osiris sends you as a proof of registration.

Submit your final program of examinations for approval		
When	**What**	**To-do**
Q2, to be decided by the student	**Second track mentor meeting**	In quarter 2 you can ask your track mentor for a second track mentor meeting. This will be a one-to-one meeting in which you can discuss you final program of examinations.
Advice: At the end of Q2	**Submit final program of examinations**	You have to submit your final program of examinations to the Examination Committee AI&ES for approval, by following this procedure:. • You have to fill in Program of examinations (study program) AI&ES form. • You send the form to your track mentor. He or she must sign this form as well as a confirmation that you have discussed this program together. • Your track mentor will then send you a PDF version of this final program of examinations to you by mail. Finally, you submit the PDF version via **Changes to this program of examinations can be made later, after consulting the track mentor.** Any changes have to be approved again by the Examination Committee AI&ES. To get approval from the Examination Committee AIES the Changed program of examinations (study program) AI&ES form must be submitted via Osiris Case.

Other formalities during Semester A		
When	**What**	**To-do**
September / October	**Mandatory!** **'Occupational Health, Safety, Environment & Radiation Protection'**	We value your safety whenever you are on the TU/e campus. We want you to be aware that the TU/e campus is a place where activities occur that carry risk. It is important that you are aware of this and that you know how to act if a risk occurs. Via Osiris you will receive an email about the instruction videos that have been developed to inform you about issues related to health, safety and the environment on the TU/e campus. For your own safety and the safety of your fellow students and our staff, we urgently ask you to watch these videos. All members of the TU/e community are expected to be familiar with the content of the information provided in these videos and to act according to the rules discussed in these videos.
In semester A	**Advice!** **Subscribe for the EAISI Newsletter!**	The Eindhoven AI Systems Institute combines all TU/e Artificial Intelligence activities. If you would like to be up-to-date about these research activities, events and student team initiatives, you can subscribe for their EAISI Newsletter!
Before January 7	**Registration deadline:** **Course and exam registration semester B**	Make sure to register in time for your Q3 and Q4 courses and exams courses via Osiris. Save the automated confirmations Osiris sends you as a proof of registration.
From Q2	**Master Market Place for graduation projects**	The Master Market Place (MMP) offers you an overview of available graduation projects per track. You can already go through this page to get inspired or to use this information to adjust your program selection towards your preferred graduation direction.