

Checklist Master Electrical Engineering 2023-2024

As a new first year master student of Electrical Engineering, you have to fulfill some requirements at the beginning of your master. This checklist will give you an overview of everything you have to do:

1. Choose your research group of preference
2. Choose your courses for the first quarter
3. Register for the courses
4. Write your Personal Development Plan (PDP)
5. Sign the TU/e Code of Scientific Conduct
6. Setup your study program
7. Plan a mentor meeting
8. Check your notebook requirements
9. Follow the Safety and health training
10. Canvas information channel
11. Approve your study program

In the [education guide](#), you can find more information on the curriculum of the master of Electrical Engineering but also other interesting information. In this checklist, references to this education guide are made when necessary.

1. Choose your research group of preference

- ✓ Before you start your master, decide in which research group you want to carry out your graduation project (if not already known) for your specialization. You can visit the websites of the nine research groups (see the [Specialization electives](#) page for an overview). You can also visit the website of [Explore Your Master](#) from StudentBody.
- ✓ Register your preferred research group in the [Master Marketplace](#) **before 16 September 2023**. The Master Marketplace application is open for all new master students of Electrical Engineering from 29 August 2023. By registering via the Master Marketplace, the research groups will know in advance how many students they can expect for the graduation projects. Research groups will be informed about your preference. Changing your preferred research group later is always possible.

2. Choose your courses for the first quarter

- ✓ For the first quarter, you should register for three core courses based on your research group of preference. Each research group has requirements (Must-have's or Nice-to-have's) regarding the core courses. On the [Core courses](#) page, you can find a list of the eight core courses and a table with the preferred core courses for each research group.

3. Register for the courses

- ✓ You should register for the courses of the first quarter before **27 August 2023 at 23:59h**. If you are a new external master student, the deadline for registration is extended (you have been informed about this via ESA). If you are not officially enrolled in the master (for example, you are still a bachelor student waiting for graduation in the bachelor), you can still register but only for master courses, not for master exams. Do not forget to register for master exams as soon as you officially become a master student, i.e. before the deadline of Q2.
- ✓ Deadlines for registration for master courses are the same as for bachelor courses. In the master, you can register separately for master courses and master exams (especially in case of re-sits, for which you are not automatically registered). Just to be sure, always check if you are registered for both courses and exams at the same time. Also check if you receive confirmation emails from ESA. If not, contact [ESA](#).
- ✓ You can find more information about registering for courses and exams on the [Enrolling courses and examinations](#) page.

4. Write your Personal Development Plan

- ✓ You should write your own Personal Development Plan (PDP) in which you describe how you would like to develop or improve your professional skills during your master.
- ✓ The Personal Development Plan should contain at least:
 - Your choices within the curriculum, like courses, internship and graduation
 - The professional skills in academic writing, presenting and teamwork you want to improve
 - Other (academic) skills you want to develop
- ✓ You can read more about the PDP on the [Coaching and Professional Skills](#) page.
- ✓ A template of the PDP can be found on the [Mentoring](#) page of the online education guide.
- ✓ Use the PDP in the meeting with your mentor.

5. Sign the TU/e Code of Scientific Conduct

- ✓ As a first year master student, you have to sign the [TU/e Scientific Code of Conduct](#) at the start of your master. In this Code of Conduct, you declare that you will carry out your academic research according to five central values regarding integrity. These five values are: trustworthiness, intellectual honesty, openness, independence and societal responsibility. You can read more about this on the webpage on [Scientific Integrity](#).
- ✓ Send a digital copy of your signed Code of Conduct to EE.CSA@tue.nl. Put your student ID in the subject of the mail for quick reference.

6. Setup your study program

- ✓ You can find more information about the different elements of the study program in the [education guide](#).
- ✓ If you want to follow one of the tracks, you can find more information on the two track pages on [Care and Cure \(C&C\)](#) and [Connected World Technologies \(CWT\)](#).

7. Plan the mentor meeting

- ✓ As a new first year master student, you must make an appointment with a mentor. A mentor is a scientific member from Electrical Engineering and guides you from the start of your master until the beginning of your internship. The mentor belongs to the research group where you will do the graduation project. You can find your mentor on the [Mentoring](#) page of the online education guide. After 4 September, you can contact your mentor to make an appointment.

With your mentor, you must:

- Discuss your Personal Development Plan (PDP) on how to further develop your professional skills.
 - Discuss the contents of your study program with specialization electives and free electives. Your mentor advises on your choice of specialization electives based on the requirements of the research group. Check the [education guide](#) for more information about electives. Note that the mentor can only give an advice on your study program; the Examination Committee officially approves your study program.
 - Discuss options for [international experience](#). You are advised to choose 15 EC of international experience by means of following courses abroad or doing an international internship or international graduation project.
- ✓ You have to contact your mentor before 30 September 2023 to make an appointment. The meeting itself must take place before 14 October 2023 so that you have some time left to register for the Q2 courses before the deadline (15 October 2023 at 23:59h).

8. 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.

9. Safety and health training

- ✓ If you are a new student at TU/e, you have 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. Therefore, to inform you as a student about issues related to health, safety and the environment on the TU/e campus, a number of short safety videos are made available for you on this TU/e website. 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. TU/e will inform you in the first week how and where you can watch the safety videos.

10. Canvas information channel

- ✓ As a new master student, you are automatically subscribed to our Canvas information page. Important information and announcements on the master will be primarily communicated

through this subchannel so make sure you do not miss any information. The Canvas page will be online at the beginning of the first quarter.

11. Approval study program

- ✓ After the mentor has given advice on your study program, including the specialization and free electives, you can setup your study program for approval by the Examination Committee
- ✓ You can download the form 'Approval study package Master EE' as an Excel file from the [education guide](#) and fill in all your courses manually, or
- ✓ You can use the course planner of the Master Marketplace to plan your courses and
- ✓ Use the 'Download Filled Approval Form' button to download your study program as an Excel file with all the planned courses already placed in the correct sections and complete it further manually (where applicable).
- ✓ Send the completed Excel to the Examination Committee EE via [Osiris Case](#) for official approval before the deadline for registration of Q2. Refer to article 3.6 from the OER.
- ✓ If you want to follow one of the tracks C&C or CWT, indicate this in the Excel as well. For C&C-subtracks, also indicate which subtrack you want to follow. Check the criteria for these two (sub)tracks on the [C&C](#) and [CWT](#) pages on the education guide.
- ✓ It is possible to change your study program later, but this should always be done with the advice of the mentor. Send the updated Excel to the Examination Committee via [Osiris Case](#) with a description of the changes.
- ✓ An overview of all forms used within the Master's program can be found [here](#).