

# Checklist Master Electrical Engineering 2024-2025

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 specialisation. You can visit the websites of the nine research groups (see the [Specialisation 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 14 September 2024**. The Master Marketplace application is open for all new master students of Electrical Engineering from **28 August 2024**. 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 **25 August 2024 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 need to graduate for the Bachelor or your master application is not completed), 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, but not later than the deadline of Q2.
- ✓ You can register for master courses and master exams separately (especially in case of re-sits, for which you have to register as well). Just to be sure, always check if you are registered for courses and exams. Also check if you receive confirmation emails from ESA about your course/exam registration. 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 in your master.
- ✓ The Personal Development Plan should contain at least:
  - Your choices within the curriculum, like courses, internship and graduation project
  - 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](mailto: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 components of the Master's program in the [education guide](#).
- ✓ If you want to follow one of the tracks, you can find more information about the requirements on the track pages [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 employee of 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 education guide. As of 2 September 2024, you can contact your mentor via email 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 specialisation electives and free electives. Your mentor advises on your choice of specialisation electives based on the requirements of the research group. Check the [education guide](#) for more information about electives. Note that the mentor will only give 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 to make an appointment **before 28 September 2024**. The meeting itself must take place before 12 October 2024 so that you have time left to register for the Q2 courses before the deadline (13 October 2024 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 specialisation and free electives, you can setup your study program for approval by the the Examination Committee
- ✓ You can download the form **Approval study package Master EE** as an Excel file [here](#) and fill in all your courses manually, or
- ✓ You can use the course planner of the Master Marketplace to plan your courses. Use the 'Download Filled Approval Form' button to download your study program as an Excel file with all the planned courses placed in the corresponding sections.
- ✓ Fill in the other sections of the Excel with Personal and general information and TU/e contacts.
- ✓ If you want to follow one of the tracks C&C or CWT, indicate this in the Excel.
- ✓ If you want to follow extracurricular courses, you can indicate them in the Excel as well. These courses will not count towards your study program but will be stated on the diploma supplement.
- ✓ 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 PER. After approval, your study program in Osiris will be updated accordingly.
- ✓ 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](#).