

Form number	Form name	Enrollment year	Fill in moment
2	Preparation Phase Form	2020/2021	4 weeks before the start of your preparation phase
Name		ID-Number	Study program:
TU/e email address		Month and year of enrollment	
Graduation supervisor		Research cluster	

Instruction

Please try to fill in the form via Adobe/digitally. In the case your current individual study program differs from the one you handed in via form 1, please add a revised form 1 with this form. For more information on the study program check [the TU/e online education guide](#). Please be aware that you can only start your preparation phase when the Examination Committee has approved your preparation phase plan and individual study program. Students are advised to have 60 ECs of completed course work. Supervisors may require 60 EC of course work to be completed before the Preparation Phase starts, to ensure a timely uninterrupted project. At the start of your preparation phase all homologation courses must have been passed.

1. On the first page, please indicate whether your graduation project will be internal (so within TU/e) or external (e.g. at another university or at a company). Keep in mind that the internship and graduation project cannot both be done in industry or both internally with the same supervisor. So, if you did an internship in industry, you have to do your graduation project within TU/e. If you did a research internship at TU/e, you either have to do your graduation project in the industry or at TU/e with a different supervisor.
 2. On the second page please indicate if your individual study program has been previously approved by the Examination Committee.
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Organization

- My graduation project will take place at TU/e.
- My graduation project will take place at an external company or external university. Please fill in the following information:

Name organization
Name contact person
Email address
Phone number

Planning

Start date preparation phase

Estimated end date preparation phase

The student is strongly advised to take no more than 2 Quarters for their preparation phase

Supervision

The Graduation supervisor is the final responsible person. This person should be an assistant, associate or full professor at Eindhoven University of Technology. For details on the requirements please see section 9b of the Regulations Examination Committee, on the rules and regulations page of your programs' education guide.

Name
TU/e email address
Phone number
Cluster

The Graduation tutor takes care of the practical supervision.
The tutor can be same person as the graduation supervisor; if so, leave blank. Company supervisors act as graduation tutors.

Name
Email address
Phone number
Cluster or Organization

Others involved

Name
Email address
Cluster or organization

Name
Email address
Cluster or organization

Individual Study Program

My Individual Study Program (form 1) was previously approved by the Examination Committee and no changes were made since

I have included my Individual Study Program (form 1) and indicated changes not previously approved by the Examination Committee

Tentative description of your preparation project

Preparation phase form

Agreement student and supervisor

Signature student

Date

Signature supervisor

Date

Declaration concerning the TU/e Code of Scientific Conduct

I have read the TU/e Code of Scientific Conduct¹ (as established by the TU/e Executive Board at [31-01-2019](#)).

In carrying out research, design and educational activities, I shall observe the five central values of scientific integrity, namely: trustworthiness, intellectual honesty, openness, independence and societal responsibility, as well as the norms and principles which follow from them.

Student ID
Name

Signature

Date

1 See [this webpage](#). The Netherlands Code of Conduct for Academic Practice of the VSNU can be found here as well. More information about scientific integrity is published on the websites of TU/e and VSNU.

This form must sent to the Student Administration CSA.MCS@tue.nl.

If you do not agree with the decision of the Examination Committee, you may submit an appeal

<https://educationguide.tue.nl/practical-info/regulations-codes-of-conduct-and-guidelines/complaints-and-disputes/form-for-submitting-complaints-objections-or-appeals/?L=2> within a period of six weeks after the date of this decision.

This section to be filled in by the Examination Committee

Approval Examination Committee

Date