

TO-DO LIST MECHANICAL ENGINEERING 2023 – 2024 ^{v26/03/2024}

Follow these instructions to make sure you fulfill all administrative requirements linked to the program. On the [education guide pages](#) you will find more in depth explanation about the content and organization of the program. This list applies to the current students of the Program of Mechanical Engineering as well as to the special tracks Manufacturing Systems Engineering ME and Artificial Intelligence Engineering System – ME.

In case you have any questions, don't hesitate to contact the Center for Student Administration (CSA), your academic adviser or program coordinator. And always **state your ID-number** in the communication with the CSA.

Starting your Master Program:

When	What	Actions to be taken
Before the start of the program. (April-June)	Apply for a specialization position in one of the research divisions, via OSIRIS course 4MAPMW (2022). Pay attention to the deadline .	<ul style="list-style-type: none"> - Check the info about the MAP on the education guide and apply via Osiris (code 4MAPMW 2023). - Upload your CV and motivation letter before the MAP deadline via Canvas 4MAPMW. <p>Supervision capacity in each research division is limited. To guarantee the quality of supervision, once a year new students are matched with the available capacity in the research divisions via the Master Allocation procedure (MAP).</p>
Before August	Register in Osiris for courses <i>and</i> exams in Q1.	You can find an overview of the compulsory and elective courses here . Pay attention: you need a formal master's enrollment to register for exams. Up until then, you can only register for courses. Don't forget to sign up for exams later on, but before the deadline .
First quarter	Make sure you are assigned to a mentor in the research division of your specialization.	<p>The procedure for mentor assignment depends on the division you are allocated to. Some divisions assign a mentor to their students, in some divisions students may approach a staff member themselves.</p> <p>Ask the secretary of your division about the procedure in their section.</p>
During your first quarter	First mentor meeting.	Schedule a meeting with your mentor. Your mentor will guide you through the process of selecting your courses. Before this meeting think about what kind of engineer you want to become and what courses could help you reach this goal.

Choosing your program content:

When	What	Actions to be taken
During your first quarter	Select your course program in consultation with your mentor	<p>Fill in Form: Course program (program of examinations) (choose the correct generation and program) and submit via ME.CSA.ME@tue.nl ultimately at the end of the 2nd quarter.</p> <p>Make sure to select the course program form from the year you started the master ME! If you started before 2021, send an email to ME.CSA.ME@tue.nl to request the form for your starting year.</p> <p>Gen. 2021 Gen. 2022 Gen. 2023 ME2021 ME2022 ME2023 MSEW2021 AIESW2021</p> <p>You need to select your core, specialization, and free elective courses. All courses can be found here. Your mentor needs to approve your course program.</p>
Before course registration deadline	Register for your courses and exams	After choosing your courses you need to register for each course and for the exams before the registration deadline .
Before phase 3 of the Graduation project	Changing your course program	You can always change your courses during your master but make sure your mentor agrees! Fill in the “ Change course program ME ” form and submit via ME.CSA.ME@tue.nl . You can use this option until the start of phase 3 of the Graduation project.

Arranging your internship

When	What	Actions to be taken
3-8 months before start internship	Orientation on topic and selection of your destination.	<p>Plan a meeting with your mentor to discuss possibilities (e.g. what type of internship fits your profile, the mentor can provide a list of internships/contacts). Discuss before the start: option to extend your internship with 5EC (free electives), internship supervisor). Please note an extension of the internship must be approved as part of the program of examinations (by the Examination Committee) before the start of the internship.</p> <p>Orientate on the topic and type of the internship (company, research institute, university, abroad, etc.). For more information about your internship, see also the education guide section on Internship.</p>
3-8 months before start internship	Find a TU/e internship supervisor in consultation with your mentor. Start applying for an internship position.	<p>An internship at a company or abroad will need a longer preparation. Depending on where you would like to do an internship, you need to start planning 8 till 3 months in advance.</p> <p><i>Please note that different deadlines apply for students who want to start their internship shortly after the Christmas or summer break. During vacations TU/e and company employees might be on holiday so applications can take longer to process. In some cases, it can take up to two months before contracts are approved and signed by all parties involved (both company and TU/e). Especially in the case when both a company contract and a Nuffic agreement have to be signed. Or when you will go abroad, and scholarships have to be granted. These additional deadlines can be found in the checklists.</i></p>

<p>before the start of your internship</p>	<p>Read the check list for Internships (NL or Int.) on the education guide internship</p> <p>Optionally contact ME.internship@tue.nl for more information.</p>	<p>Via the internship checklists (NL or Int.) you will receive information that helps you to organize your internship. Especially for students going abroad this is important.</p> <p><u>Internship within the Netherlands</u></p> <p>For an internship within the Netherlands, download the form 'Registration internship ME', fill- out the form and let your internship supervisor (this can also be your mentor) sign. <i>Then mail it (at least 4 weeks before the start of the internship) to ME.internship@tue.nl</i> The data on the forms (information, dates and signatures) will be checked. Please note: The maximum duration of your internship (including writing the draft report) is 11 weeks or 14 weeks for an extended internship. This period will be monitored. Please make sure the dates on your contract correspond to the maximum duration.</p> <p>In case you are a NON- EU/EEA student and you want to do your internship within a company, you need an Standard Internship agreement for non EU/EEA students before you are legally allowed to start working in a Dutch company.</p>
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At least 6 weeks prior to the start of your internship		Registration for your Internship abroad will be done in the online registration system “ Mobility Online ” once your project and dates have been confirmed by all parties.
At least 4 weeks before start internship	Submit the registration form.	Submit the Registration internship MW form via ME.internship@tue.nl

Finalizing your internship

When	What	Actions to be taken
According to the end date on your registration internship contract ME	Send your draft report to your TU/e internship supervisors for review at the end date (11 week or 14 weeks) of the internship period.	Your supervisor will review the draft version of the report. Please also add the academic advisor in the CC of your email (me.academic.advisor.msc@tue.nl). The academic advisor is responsible for monitoring the internships are finished before the formal end date.
	As soon as your report has been approved, upload the final version here . Schedule a presentation in consultation with your mentor. Your internship supervisor has 15 working days’ time to grade your report.	<p>In case you do not upload your final report, before the deadline, your internship will be considered incomplete and your grade will not be processed.</p> <p>Upload your final report here:</p> <p>Please note: Internship reports are not published for this master’s program by TU/e. That implies all internship reports are confidential. So, in case your internship company asks to treat your internship report confidential, you can send them the general confidentiality statement. More details can be found in the checklist internship.</p>

- Do not forget to start arranging your graduation project during the internship! -

Arranging your Graduation project

The graduation project consists of three phases:

1. Preparation phase
2. Project phase
3. Defense and grading phase

The Graduation Project is a 45 EC project (1260 hrs; 7.5 months fulltime). This includes the preparation phase of typically 2-6 weeks and the project phase of 6-8 months. The defense and grading phase takes place after the project phase is finished. This project is supervised by a thesis supervisor who is a (assistant/associate/full) professor from the allocated division of the student. The thesis supervisor is not necessarily the same person as the mentor.

1. Preparation phase

When	What	Actions to be taken
3 months before Preparation phase	Orientation in consultation with your mentor.	Find a thesis supervisor in consultation with your mentor. This project is supervised by a thesis supervisor who is a (assistant/associate/full) professor from your allocated division. <i>Please be aware that your graduation report is by default public. In case confidentiality is requested, please discuss with your supervisor prior to the start of the project if confidentiality is really needed, and if so, if any measures need to be taken. The confidentiality procedures are described on the form, linked in the final step of 3. "Defense and Grading phase" of this to-do list</i>
Start of preparation phase	In consultation with your thesis supervisor, write a research proposal.	Describe your project planning (including the preparation phase planning) and expected results. This is your 'Preparation Phase report'. Use this format to write your preparation phase report. More information about the preparation phase can be found on the education guide under ' Graduation project '. Upload your preparation phase report before the start of the project phase on Sharepoint . <i>The preparation phase report of this master's program is never published by TU/e, which means that no additional actions are required in case of a confidential report.</i>
	<i>Graduation project abroad</i>	<i>Registration for your graduation project abroad will be done in the online registration system "Mobility Online". The link how to register is in the checklist abroad which can be found here (checklist internship abroad).</i>

	<p><i>NON- EEA student: Graduation project within a company in the Netherlands</i></p>	<p><i>In case you are a NON- EEA student and you want to do your graduation project within a company you need an 'Employment agreement non EEU/EEA students'</i></p> <p><i>This contract ensures that you are legally allowed to work in a Dutch company. Please note that you already need this agreement as soon as you start the preparation phase at the company. If you are not allowed to start your graduation project- project phase, this contract will be annulled. You can download the agreement here (standard internship agreement for NON-EEA students).</i></p>
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2. Project phase		
When	What	Actions to be taken
Before starting your graduation project phase	Make sure you meet the official Examination Committee requirements for starting the graduation project - project phase.	<p>Requirements:</p> <ul style="list-style-type: none"> - At least 70 EC of the formally approved course program (art.3.6.3) has been completed, including the internship. - The internship report has been uploaded in the SharePoint student reports. - The approved preparation phase report of phase 1 has been uploaded in the SharePoint student reports. - The form 'Registration graduation project' has been signed by the TU/e thesis supervisor and submitted to the Center for Student Administration (CSA) of Mechanical Engineering and timely submitted before the starting date recorded on the registration form. <p>The project phase starts according to the starting date as recorded on the registration form for phase 2, provided if all requirements have been met. The student will receive formal approval for the start of the project phase.</p>
Before starting your graduation project phase	Register for the project phase.	<p>The CSA will check if you meet the requirements as mentioned above, and if so, give approval. The project phase ends within a time period of 6 to 8 months after the approved starting date and is marked by the submission of the final graduation project report in the SharePoint student reports. The final report is the report that will be published in the library.</p> <p>Download 'ME Registration graduation project-project phase' fill it in with your thesis supervisor and submit via ME.CSA.ME@tue.nl before starting the project phase.</p>

Before the 8 month deadline	Submit your graduation report	<p>Submit the graduation report via Sharepoint before the deadline of 8 months after the starting date. In case of a confidential report you also need to upload a public summary.</p> <p>Include a statement (on the frontpage) that your thesis report was made in accordance with the 'TU/e Code of Scientific Conduct for the Master thesis'. You can review the TU/e code of scientific conduct there.</p> <p>The statement: "This report was made in accordance with the TU/e Code of Scientific Conduct for the Master thesis"</p>
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3. Defense and Grading phase		
When	What	Actions to be taken
Before the Defense and Grading phase	Make sure you meet the official Examination Committee requirements for starting the graduation project – defense and grading phase.	<p>Students may not commence with the third phase of the graduation project until:</p> <ul style="list-style-type: none"> - 75 EC of the formally approved study program (art.3.6.3) has been completed. - Phase 2 final report is uploaded into the SharePoint student reports.
3 months before the final presentation	Check the timeline with respect to your final presentation with your thesis supervisor.	<p>Take into account :</p> <ul style="list-style-type: none"> - The availability of your graduation committee - The Examination Committee meeting at which the result of your 'final examination' will be determined - The diploma ceremony you want to attend - The month you want to deregister from TU/e <p>Check the deadlines for master exam application.</p>
3 months before the final presentation	Ask your supervisor about the composition of the graduation committee.	<p>The thesis supervisor is responsible for the composition of the committee according to all requirements. The committee consists of a minimum of 3 members, of which one is from another research section (than your thesis supervisor) involved in the program. The graduation committee is chaired by assistant professors (from UD1), associate professors or full professors.</p>

6 weeks before the final presentation	Register in Osiris for the meeting of the Examination Committee.	<p>Register in Osiris for Examination Committee meeting. Osiris: go to 'Progress' – 'graduation request' – 'Send request'.</p> <p>During this meeting the Examination Committee will check whether you have fulfilled all requirements for obtaining your MSc degree. You as a student are not present at this meeting.</p>
6 weeks before the final presentation	Request the "registration final exam" form.	<p>Because a number of checks have to be carried out, you must request the "Registration final exam" form from ME.CSA.ME@tue.nl, stating your ID number. The form contains the presentation date and the committee members.</p> <p>Please note: final presentation must be at least one week before the Examination Committee meeting.</p>
4 weeks before the final presentation	Submit the "registration final exam" form.	<p>Fill in the 'Registration final exam' form and submit via me.examination.committee.me@tue.nl. Also Submit the form 'Confidential report' if applicable.</p> <p>The date for your graduation presentation is at least 1 week prior to the meeting of the Examination Committee. The chair of your graduation committee will send the assessment form by email to the Examination Committee mailbox. This will be done as soon as possible after the graduation presentation.</p>

After your final presentation

When	What	Actions to be taken
After the Examination Committee meeting	Confirmation of completing the master.	You will receive a confirmation of your master's exam from the Examination Committee. Once your diploma is ready, you will receive an email about when you can pick up the diploma.
After the Examination Committee meeting	Diploma ceremony.	If you stated on your 'Registration final exam' form that you want to join a diploma ceremony, you will receive an invitation after the Examination Committee meeting. If you stated that you want to join later diploma ceremony, you will receive an invitation approximately one month before that ceremony.

In the month of your presentation	Deregister from TU/e.	<p>You have to deregister through Studielink before the end of the month. You can find all information on how that works here. (In case you graduate in July or August, you don't have to deregister; your registration ends automatically.)</p> <p>For questions, please refer to ESA (Central, MetaForum): ESA@tue.nl.</p>
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