Master Kick off – Get to know your program
Master Sustainable Energy Technology

Ann De Veirman – academic advisor SET
Marike Koopmans – program coordinator SET

August 2023
## WHO ARE WE?

### STAFF BEHIND THE SCENES – MASTER AT, S&C, SET

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<tr>
<td></td>
<td>Hans Kuerten</td>
<td>Yves Houben</td>
<td>Ann De Veirman</td>
<td>Marike Koopmans</td>
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<tr>
<td>Program Director</td>
<td>Manager ESA-ME</td>
<td>Academic advisor AT, SET &amp; SC</td>
<td>Program Coordinator AT, SET &amp; SC</td>
<td>Policy Advisor ESA-ME</td>
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<td>Paula Verbeek</td>
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<td>Paul Klijn</td>
<td>Kim van Waesberge</td>
<td>Monique van de Donk</td>
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<td>secretary EC AT, SET &amp; SC</td>
<td>CSA officer AT, SET &amp; SC</td>
<td>Internationalization officer ESA-ME</td>
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INTRODUCTION MASTER PROGRAM SET

• Academic year agenda: how to prepare yourself!
  • Study management
  • Coaching
  • Student life at TU/e
## Academic year agenda: Q1

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<td>• Register yourself for two core courses and for one elective or specialization course in Osiris</td>
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Your first priority NOW: Registration of Q1 courses

- The **deadlines** for Q1:
  - deadline for course registration was Aug 27, AKR (administrative cost regulation; 20€)
  - deadline is Sept 1 5PM. For new TU/e students (only!) the Q1 deadline is extended to Sept 8!
  - Send an e-mail to: esahelpdesk@tue.nl; Subject: ‘aanmeldverzoek’ followed by ‘course code’.
  - Deadline for exam registration is Oct 16.
  - After the deadline registration is no longer possible!

- You have to register for your **courses and exams** in Osiris!
  - **Attention**: make sure to use the check mark ‘exams’ in Osiris.
- You are only allowed to take the exam with an exam registration (Osiris).
- You have to register for resits. This is not done automatically.

QUESTIONS? Contact esahelpdesk@tue.nl
Program overview & core program

1st year
- Core program (30 EC)
- Specialization courses (15 EC)
- Free electives (incl. homologation, 15 EC)

2nd year
- Internship 15 EC
- Graduation project 45 EC

Not for students who did 5EWB0 in their BSc program. These students take an additional specialization course, recommended are 5SED0 (2.5EC) and 5SEE0 (2.5EC)

Q1: 5LEE0 Electrical power engineering and system integration (EE)
Q2: 4EM70 Sustainable Energy Sources (ME, AP)
Q1: 7LY3M0 Building performance and energy systems simulation (BE)
Q2: 0EM140 Energy, Economy & Society (IE&IS)
System integration project 5LEF0
COURSES: FOR SPECIALIZATION

- 15 EC for specialization courses
- Choose from the list ‘courses MSc SET 2022/23’
- Courses are linked to profiles (this are suggestions!)
- You can choose every specialization course from the list!
- Most courses are 5 EC, some are 2.5 EC
- TIS (IE&IS): in Q1 OEM110 Research Methodology for IS (mandatory specialization course)

Discuss with your mentor which courses suit your specialization and personal profile
SET profiles

- Specializations are organized in six profiles, which help you in choosing your specialization
- Sections involved in SET are connected to one or more of the profiles
COURSES: FREE ELECTIVES (15 EC)

Courses on Master level intended to broaden or deepen your knowledge

- extra specialization courses.
- all TU/e courses on Master level
- an extension of the internship with 5 EC
- deficiency courses (determined by the admission committee or in consultation with mentor)
- **homologation modules** that are offered for SET, and complementary to the student’s background
COURSES: FREE ELECTIVES (15 EC)

Be aware:
- No overlap between courses allowed (in free electives and specialization)
- You need approval of the courses

TU/e courses on Bachelor level only if:
- indicated as necessary by the department admission committee upon admission to the program and/or
- necessary as personal deficiency courses and/or
- necessary as homologation module for specific groups of students
- max 15EC; approval of examination committee required
HOMOLOGATION COURSES

Opportunity to work on deficiencies

• **4MW20** Matlab simulink (2.5 EC, Q1)
  - For international / non-TU/e students without matlab experience

• **4SE010** Heat, flow and thermodynamics (2.5 EC, Q1)
  - For BSc electrical engineering
  - Not needed for BSc Mechanical Engineering!

No permission of examination committee required, approval of mentor required
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MASTER ALLOCATION PROCEDURE (4MAPSET)

Implemented within the Department of Mechanical Engineering to allocate students to sections:

- affects students within the sections in the Department of Mechanical Engineering
- can also affect students choosing a section in one of the partner departments

For more detailed information go to educationguide.tue.nl
# TIMELINE MAP (4MAPSET)

<table>
<thead>
<tr>
<th>Centrally organized specialization information meeting</th>
<th>Possibility for sections to organize an extra information meeting</th>
<th>1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} preference for a section in OSIRIS STUDENT: 4MAPAT / 4MAPSET</th>
<th>Selection round 1</th>
<th>Selection round 2 / 3</th>
<th>Allocation in second half of week 5</th>
<th>Allocation in second half of week 6</th>
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**Specialization meeting SET**

**September 11 (Monday afternoon)**
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CANS/RSI and Work safety
*For new TU/e students only*

Information meetings will be organized.

You will receive an invitation during the first quarter.

**MANDATORY under Dutch law**

*Your presence will be checked*
## Looking ahead!

### Student meetings – year 1 & 2

**Goals:**
- Sharing experiences at the TU/e and in the Master’s program
- Sharing information about what you need to arrange for the next stage of your Master’s program
- Community feeling

**Topics Master Kick-off, Specialization and Q meetings:**

<table>
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<tr>
<th>Year 1: Master Kick-off (August)</th>
<th>Specialization meeting SET (September 11th)</th>
<th>Year 1: Q2 meeting (November)</th>
<th>Year 1: Q3 meeting (March)</th>
<th>Year 1: Q4 meeting (May)</th>
<th>Year 2: Q1 meeting (October)</th>
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<tr>
<td>Program Introduction</td>
<td>Specialization choice - MAP</td>
<td>Specialization choice</td>
<td>Quality assurance: NSE</td>
<td>How to organise your internship?</td>
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<tr>
<td>Study management &amp; coaching</td>
<td>Information session about specialization options</td>
<td>To do list</td>
<td>Practicalities</td>
<td>How and when to search for a graduation project?</td>
<td></td>
</tr>
<tr>
<td>Information &amp; support</td>
<td></td>
<td>Registration exams and Q2 courses</td>
<td>How to find an internship?</td>
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<td>Fraud basics</td>
<td>Evaluation</td>
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<tr>
<td></td>
<td></td>
<td>Evaluation</td>
<td>How to organise the graduation project (online meeting)</td>
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• **Study management**
• Coaching
• Student life at TU/e
ONLINE EDUCATIONAL SYSTEMS

- **MyTU/e: online portal**
- **Education guide**: Program overview, elective courses list, homologation courses, procedures, examination committee, teaching and examination rules
- **Osiris**: course and exam registration, progress overview
- **Canvas**: Learning management system, course information, course materials, assignments, 4INFOSET, etc.
- **MyTimetable**: personal time schedule

More information + videos: [https://educationguide.tue.nl/studying/services/online-systems/](https://educationguide.tue.nl/studying/services/online-systems/)
ONLINE EDUCATION GUIDE

https://educationguide.tue.nl/
Go to: Programs > Graduate School > Master’s Programs > Sustainable Energy Technology
https://educationguide.tue.nl/programs/graduate-school/masters-programs/sustainable-energy-technology/

- Program overview
- Specialization courses list
- Homologation courses
- Procedures
- Examination committee
- Teaching and examination rules

Regularly check the to-do list!
4INFOSET (CANVAS, MANDATORY)

You will be added to the course, if not do it yourself!!!!

Student information meetings will be announced here.
Student information will be posted here (‘files’).

Read your TU/e mail!
Study management: the PSV approach
Prioritize-Specify-Visualize

Prioritize:

• Register for 15EC courses
  ➢ 15EC courses requires 420 study hours (1EC = 28 hours)
  ➢ 20EC is allowed, but not recommended

• Make a priority list: which course is the most important to pass this Q?
  ➢ It is recommended to focus first on the core and homologation courses.

Why such a priority list?
If the workload is too high, you can drop the course that is lowest on your priority list.
There may be foreseeable and unforeseen reasons why the workload in a Q is too high for you (think about illness, other non-study related activities, etc)
Study management: the PSV approach
Prioritize-Specify-Visualize

Specify

• Each course of 5EC requires 140 study hours

• Specify what you need to do for this course: e.g. follow lectures or read the lecture slides, work out your lecture notes (after the lecture), make assignments, look for more information in the textbook, attend and prepare meetings with peers (project courses)

• Estimate for every activity how much time that is going to cost you (weekly) and indicate when extra time is required to meet deadlines for assignments or interim exams.

• If you find it difficult to plan, you can
  - Discuss with peers
  - Plan a meeting with the academic advisor (via this link)
  - Consider to contact the study management advisor and to follow a study management training
Study management: the PSV approach
Prioritize-Specify-Visualize

Visualize

• Put the activity blocks in a visual 10-week agenda (1Q = 10 weeks)
  ➢ Include lectures, guided self-study, exams
  ➢ Indicate if they are on-campus or online (information to be found in Canvas)
  ➢ Allow yourself some free time for sports, leisure, meeting friends etc.
  ➢ For Q1: do not forget to plan the MAP activities

If the conclusion is that your agenda is too full, go back to P (PSV is an iterative approach)

USE THE PSV APPROACH BEFORE THE START OF EACH Q
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INTRODUCTION MASTER PROGRAM S&C

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Student guidance for master’s students

Study approach
- Student mentor (only available to master’s students new to TU/e)
- Academic advisor
- ESA study management advisor

Study content
- Course content
  - Program content
  - Ambitions
  - Orientation/Internship/Graduation project
- Study program
  - Study progress
  - Study planning
  - Regulations and facilities
- Mentor
- Academic advisor

Personal
- Study delay due to personal issues
- Functional impairment/financial issues
- Mental/emotional problems
- (Doubt) About study choice
- Career choice
- Academic advisor
- Academic advisor
- Academic advisor
- Academic advisor
- ESA Student counselor
- ESA Student counselor
- ESA Student psychologist
- ESA Study choice advisor
- ESA Career academy

Confidential advisor: Conflicts between students and staff or with supervisors/teachers

Also check: https://www.tue.nl/en/our-university/about-the-university/student-wellbeing

More information? Check it on the student guidance page. Also have a look at the group training sessions we offer.

Not sure where to go? Contact your academic advisor.
Where to find support?

[Link to support page](https://www.tue.nl/en/our-university/about-the-university/student-wellbeing/where-to-find-support)
COACHING — STUDY APPROACH — PROGRESS - PERSONAL

**Academic advisor:** Ann De Veirman (me.academic.advisor.at.sc.set@tue.nl)

- Advice and help to enhance study progress (also in case of personal issues)
- Information about the regulations and how to organise your study
- Personal and confidential appointments

Please do not use my personal email address

- Read first the information in the education guide and on Canvas
- Ask specific questions
- Always mention your name, program (MSc SET) and student ID
- **Contact us in time**
COACHING – STUDY APPROACH

Student mentor (for students NEW at the TU/e):
• Supports you in finding your way at TU/e, the campus and the city of Eindhoven
• First point of contact in your first week at TU/e
• Organizes several group and individual meetings (attendance is recommended)
• Various topics will be covered (study, culture, education systems, exams, sports & leisure, etc.)

There are 2 student mentors (Bas, Lucas).

NEW THIS YEAR:
The student mentors will also help in building the MSc SET community (because MSc SET students have different BSc backgrounds).
COACHING — STUDY CONTENT

Mentor (academic staff member)

- Guides you in choosing your specialization electives and in compiling your curriculum
- Guides you in making a choice for an internship & graduation project and in finding a subject and location
- Discusses your plans to improve your professional skills
- Supports you in thinking about your career path

Internship supervisor: Is responsible for your graduation project (can be your mentor)

Thesis supervisor: Is responsible for your graduation project (can be your mentor or internship supervisor)
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Student life at TU/e

- Simon Stevin, study association Mechanical Engineering (lunch lectures for MSc students)
- EIRES: Energy lectures
- Cosmos, international students
- Students Sport Centre
- Student teams
- Teaching assistant
- ....

Questions? Discuss with your student mentor!
If you have additional questions...

• Contact the academic advisor (Ann De Veirman)
  E-mail: academic.advisor.at.sc.set@tue.nl