

## To do list Sustainable Energy Technology – 2023/24

Follow these instructions to make sure you fulfill all administrative requirements linked to the program. On the [education guide pages](#) you will find more information about the content and organization of the program.

In case you have any questions, don't hesitate to contact the CSA ([ME.CSA.AT.SC.SET@tue.nl](mailto:ME.CSA.AT.SC.SET@tue.nl)) or your academic advisor ([ME.Academic.Advisor.AT.SC.SET@tue.nl](mailto:ME.Academic.Advisor.AT.SC.SET@tue.nl)).

Please always state your name, program and student ID-number in the communication with the CSA Office or the academic advisor.

### Starting your Master Program:

When	What	Actions to be taken
Before start of the program	Check whether you want/need homologation and register in Osiris for homologation courses	We offer some modules ( <a href="#">overview</a> ) to catch up on prior knowledge on specific subjects that you may not have yet. Depending on your knowledge of the subjects, homologation is strongly recommended. The homologation modules are all offered in the 1st quarter, so decide and subscribe on time in Osiris. Check the registration deadlines in the <a href="#">academic calendar</a> .
Before August 27 <sup>th</sup> 2022	Register in Osiris for courses and exams of the first quarter	You can find an overview of the compulsory and elective courses <a href="#">here</a> . 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 <a href="#">deadline</a> .  <i>For new TU/e students the Q1 deadline is extended to Sept 8. Questions: <a href="mailto:esahelpdesk@tue.nl">esahelpdesk@tue.nl</a>.</i>
Week 2 (11 September)	Decide on your specialization	11 September (in the afternoon) an information session about the specializations will be organized. Specific information will be announced through 4INFOSET, so make sure you are enrolled for this Canvas course.  Supervision capacity in some sections is limited, and in order to warrant quality of supervision, you need to apply for capacity in a section of your choice (MAP procedure). Check the information about the <a href="#">Specializations</a> and the details of the <a href="#">Master Allocation Procedure</a> on the Education Guide pages.
Between week 3 and 5	Apply for a specialization position	Indicate your 1st, 2nd and 3rd section (specialization) preference in Osiris, using the course code 4MAPSET, and upload a CV and motivation letter for your first choice in Canvas (Open September 19 <sup>th</sup> ; deadline October 2nd 9:00 a.m.).

<p>Soon after the MAP allocation</p>	<p>First mentor meeting</p>	<p>If you have been allocated to a section <b>within</b> Mechanical Engineering, you will be contacted by the secretary of this section. Make sure to get a mentor in that section.</p> <p>If you have been allocated to one of the sections <b>outside</b> the Mechanical Engineering department: get in touch with the contact person of this section. The section needs to approve your placement. Make sure to get a mentor in that section. Use the list with 'Contact list specializations' on the right side of <a href="#">this page</a>.</p> <p>The procedure of getting a mentor depends on the section you are in. Some groups assign a mentor to their students, in some sections students can approach a professor themselves.</p>
<p>After the mentor meeting</p>	<p>Submit your 'Section registration SET' form</p>	<p>If you have been allocated to a section <b>outside</b> the Mechanical Engineering department register for this section by filling out the form 'Section registration SET 23-24' to be found <a href="#">here</a>. Email the form to <a href="mailto:ME.CSA.AT.SC.SET@tue.nl">ME.CSA.AT.SC.SET@tue.nl</a>.</p> <p>If you have been allocated to a section <b>within</b> the Mechanical Engineering department you don't have to submit this form.</p>

## Choosing your program content:

When	What	Actions to be taken
During your first semester	Choose your exam program in consultation with your mentor	<p>Your mentor will guide you through the process of selecting your courses and needs to discuss your curriculum with you. An overview of core and specialization courses can be found <a href="#">here</a> (under downloads).</p> <p>Discuss with your mentor (in a face-to-face meeting that you plan yourself):</p> <ul style="list-style-type: none"> <li>- your field of interest within the program/specialization</li> <li>- your course selection (Specialization courses and Free electives)</li> </ul> <p>Note: Download the form 'SET Registration exam program 23-24' <a href="#">here</a> and take it to your meeting with your mentor.</p>
Before quarter 3	Submit your signed course program form	<p>Deliver the form 'SET Registration exam program 23-24' to be found <a href="#">here</a>. Email the form to <a href="mailto:ME.CSA.AT.SC.SET@tue.nl">ME.CSA.AT.SC.SET@tue.nl</a>. Once your exam program is approved, it will appear in Osiris and you'll be notified via email.</p> <p>No later than six months after the start of your Master's program, you must submit your provisional program of examinations/exam program and this form has to be signed by your mentor.</p> <p>Included in the exam program form is a declaration that you will follow the TU/e code of scientific conduct (3<sup>rd</sup> page). You need to sign that form as well.</p>
Before phase 3 of the Graduation project	Changing your exam program	<p>You can always change your specialization or elective courses during your master but make sure your mentor agrees. You can use this option until the start of phase 3 of the Graduation project. Use the form 'SET Changes exam program 23-24' to be found <a href="#">here</a>. Your mentor also has to sign this form.</p>

## Arranging your internship:

when	what	Actions to be taken
3-8 months before start internship	Orientation internship	<p>Plan a meeting with your mentor to discuss possibilities (e.g. what type of internship fits your profile, can he/she provide a list of internships/contacts). Discuss before the start: extend your internship with 5EC (free electives), internship supervisor). The 5 EC for the extension is only awarded if it has been approved in your exam program before the start of your internship, so make sure the 5 EC for the extension of the internship is included in your exam program.</p> <p>Oriente on the topic and type of the internship (company, research institute, university, abroad, etc.). For more information about your internship, see also the <a href="#">education guide section on Internship</a>.</p>
3-8 months before start internship	Search and apply for an internship	<p>Start applying for an internship position.</p> <p><i>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 <u>8 till 3 months</u> in advance.</i></p>
Before start internship	Arrange the necessary forms (incl. registration deadlines)	<p>Internship in the Netherlands: see the 'Checklist internship - TU/e or within the Netherlands 2023-2024', to be found <a href="#">here</a> under the downloads.</p> <p>Internship abroad (at least 3 months before start): See the 'Checklist internship – abroad 2023-2024', to be found <a href="#">here</a> under downloads.</p> <p>Always check the deadlines (see the checklists) for submitting forms/registration in Mobility Online in the checklists 'Netherlands' or 'Abroad' to start your internship in time.</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 are on holiday so applications might 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>

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

## Steps to take before finalizing your internship

when	what	Actions to be taken
At the end of the internship period	Submit the draft version of the report	According to the date on your internship registration form you have to send your draft version of the internship report to your TU/e internship supervisor by email with your academic advisor in the CC ( <a href="mailto:ME.Academic.Advisor.AT.SC.SET@tue.nl">ME.Academic.Advisor.AT.SC.SET@tue.nl</a> ).
Within maximum four weeks after the internship period	Assessment of internship	Send your final report to your TU/e internship supervisor. He/she will assess the report. If applicable, the company supervisor will give his/her advice as well. Internship supervisors can download the assessment forms from Canvas 4DOCENT.  Schedule a presentation in consultation with your TU/e internship supervisor.
	Upload your internship report	Upload the final version <a href="#">here</a> .  In case of confidentiality <a href="#">upload</a> your report and email the filled and signed 'Confidentiality report form' to be found <a href="#">here</a> to <a href="mailto:ME.CSA.AT.SC.SET@tue.nl">ME.CSA.AT.SC.SET@tue.nl</a> .  If you fail to submit the report in time, you must contact the academic advisor and inform the mentor before the submission deadline. In consultation with the TU/e internship supervisor, a short extension period (maximum of 2 weeks) may be allowed by the academic advisor.

## Graduation project

Details about arranging and executing your graduation project, learning goals, timeline, etc. can be found in the education guide under [graduation project](#).