



Kick Off Meeting 2024-2025

PRE-MASTER MECHANICAL ENGINEERING

Marije Mars & Leandro Hirose, Academic Advisor pre-Master programs Mechanical Engineering

Agenda

- 1. Getting acquainted**
- 2. Pre-Master's Program**
 - Curriculum
 - Courses
 - Exams
 - Binding study progress requirement (SVE)
- 3. Help and support**
- 4. Communication**

Academic year agenda Q1

Date	Activity
August 28 th	Pre-Master Kick Off
August 30 th	Deadline AKR Q1
September 1	Deadline handing in all documents for enrolment
September 2	Start courses Mandatory additional trainings in 4INFO channel
September/October	Student mentor meetings (invitation will follow)
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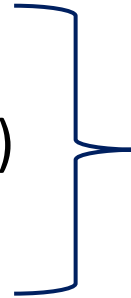
Master's programs at Mechanical Engineering department

Mechanical Engineering (ME)

Systems and Control (S&C)

Sustainable Energy Technology (SET)

Automotive Technology (AT)



Interdepartmental
(IM) programs

Master's programs at Mechanical Engineering department

Mechanical Engineering (ME)

Systems and Control (S&C)

Sustainable Energy Technology (SET)

Automotive Technology (AT)



Interdepartmental
(IM) programs

Who are we?



Hans Kuerten	Elloha Tajzai	Marije Mars	Leo Hirose
Program Director J.G.M.Kuerten@tue.nl	Program Coordinator E.Tajzai@tue.nl	Academic Advisor me.academic.advisor.msc@tue.nl	Academic Advisor me.academic.advisor.msc@tue.nl

Where are we?



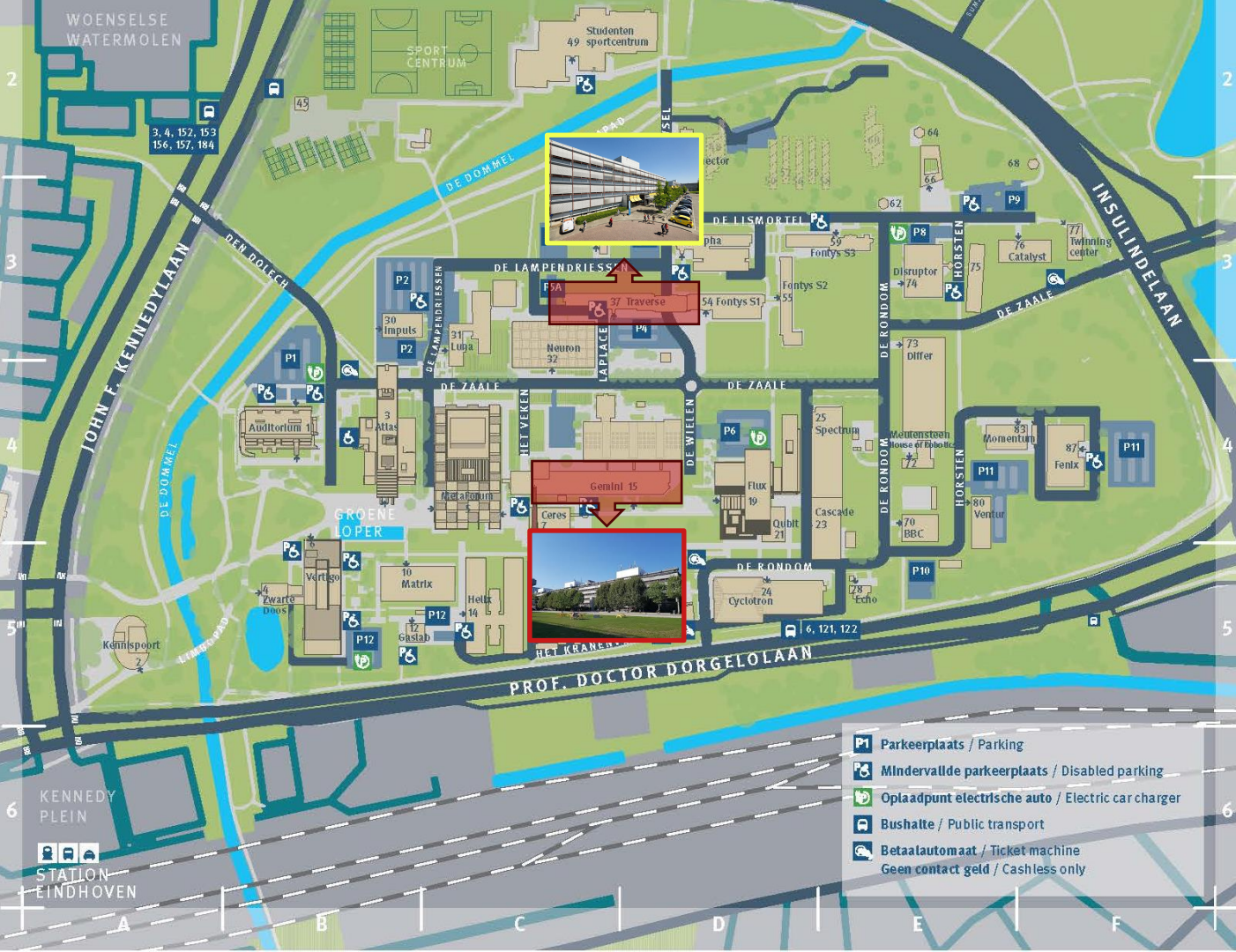
Traverse Building

Temporary workplaces of supporting staff



Gemini Building

Home of Mechanical Engineering
Scientific staff



Buildings

	MAP	NUMBER		MAP	NUMBER
Alpha	D3	57	Gastlab	B5	12
Athene	C5	16	Gemini	C4	15
Atlas	B4	3	Helix	C5	14
Auditorium	B4	1	Impuls	B3	30
Aurora	C3	42	Kennispoort	A5	2
BBC Reststoffencentrum	E4	70	Luna	B3	31
Cascade	D4	23	Matrix	B5	10
Catalyst	E3	76	MetaForum	C4	5
Ceres	C4	7	Momentum	F4	83
Connector	D3	60	Neuron	C4	32
Cyclotron	D5	24	Qubit	D4	21
Differ	E4	73	Spectrum	D4	25
Disruptor	E3	74	Studenten-sportcentrum	C2	49
Echo	E5	28	Traverse	C3	37
Fenix	F4	87	Twinning center	F3	77
Flux	D4	19	Ventur	E4	80
Fontys ER	C5	20	Vertigo	B5	6
Fontys S1	D3	54	Zwarte Doos	B5	4
Fontys S2	D3	55			
Fontys S3	D3	59			

Departments

	BUILDING	MAP	NUMBER
Applied Physics	Flux	D4	19
Biomedical Engineering	Gemini	C4	15
Chemical Engineering and Chemistry	Helix	C5	14
Department of the Built Environment	Vertigo	B5	6
Eindhoven School of Education	Cascade	D4	23
Electrical Engineering	Flux	D4	19
Industrial Design	Atlas	B4	3
Industrial Engineering & Innovation Sciences	Atlas	B4	3
Mathematics and Computer Science	MetaForum	C4	5
Mechanical Engineering	Gemini	C4	15

Darcy-lab

UP DATE JUL 2023



Who are you?

Pre-Master & HBO-TOP students

- Pre-master students: HBO degree or other Bachelor's degree.
- HBO-TOP students: educational program at HBO, and minor program at university.

- Transition from HBO to university
- Familiar with 'studying at higher education'
- At TU/e: Following courses together with ME bachelor students

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Program enrollment: have you handed in all documents?

Before September 1!

Pre-master students:

1. HBO degree
2. Proof minimum level of mathematics
3. Proof minimum level of English language
4. (Bachelor students: Admission request at departmental admission committee)

HBO-TOP students:

- Via the HBO institution

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Pre-master's program

Goals:

- Supports the transition from HBO to university
- Develop knowledge and skills necessary for a good start in the master's program
- Does this program, the level of education, and the chosen subject suit me?

Pre-master's program ME (30 EC)

Structure:

- 10 EC for mathematics courses
- 20 EC for disciplinary courses (including 1 elective)
- Additional trainings (no EC, but mandatory)

Pre-master's program ME (30 EC)

Course overview

HBO top / pre-Master program Mechanical Engineering 2024/2025

**Binding Progress Requirement
(SVE) = 100%**

Compulsory courses				25 EC
Elective course	<i>students have to choose one of these 4 courses</i>			5 EC
quarter 1	E	2DL60	Linear Algebra	2.5
	A/B	2WBB0	Calculus variant 2	5
	C	4EB00	Thermodynamics	5
quarter 2	A	2DL40	Advanced Calculus I	2.5
	E	4DB00	Dynamics and control of mechanical Systems	5
quarter 3	D	4MB00	Solid Mechanics	5
	C	4CC10	Mechatronic design	5
quarter 4	A	4DC00	Dynamics and control of robotic systems	5
	E	4RC00	Flow and structure	5
	E	4PB00	Heat and Flow	5

Additional training (no EC's):
RSI-training (mandatory)
Health & Safety (mandatory)

Pre-master's program ME (30 EC)

Course overview

HBO top / pre-Master program Mechanical Engineering 2024/2025

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Elective course	<i>students have to choose one of these 4 courses</i>			5 EC
quarter 1	E	2DL60	Linear Algebra	2.5
	A	2WBB0	Calculus variant 2	5
	C	4EB00	Thermodynamics	5
quarter 2	A	2DL40	Advanced Calculus I	2.5
	E	4DB00	Dynamics and control of mechanical Systems	5
quarter 3	D	4MB00	Solid Mechanics	5
	C	4CC10	Mechatronic design	5
quarter 4	A	4DC00	Dynamics and control of robotic systems	5
	E	4RC00	Flow and structure	5
	E	4PB00	Heat and Flow	5

Additional training (no EC's):
RSI-training (mandatory)
Health & Safety (mandatory)

SVE/SPR: study progress requirement

- Required to successfully finish all courses within 1 academic year (MSc PER 2023-2024 article 4)
- The Examination Committee decides on the SVE per student in August 2024: positive, negative or postponed recommendations
- After Q2 you receive a provisional recommendation
- Only admitted to the ME Master's Program after completing your premaster program

No SVE for HBO-TOP students, but you can only do the HBO-TOP program one time.

Personal circumstances of influence? Report this to the academic advisor a.s.a.p!

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Mandatory additional trainings

Occupational health and safety environment

- Participation is mandatory!
- Takes place in the first weeks of Q1
- More information on Canvas 4INFO channel

RSI Training

- Participation is mandatory!
- Takes place in the first weeks of Q1
- More information on Canvas 4INFO channel

TimeEdit (TE) Timetable

01. Students

Please note that the schedule is subject to change. Check your schedule on a regular basis or subscribe to the schedule so that it is always up to date. Looking for more information about TE-Timetable? Just click [here](#).



Personal schedule

Here you can view the courses you are linked to in Osiris.



Schedule

Here you can view the schedule of all other available courses.

Schedule first week – MyTimetable

w36	Monday 02-09-2024	Tuesday 03-09-2024	Wednesday 04-09-2024	Thursday 05-09-2024	Friday 06-09-2024
9	08:45 2WBBO Calculus variant 2 Lecture BW Auditorium 03 Auditorium 11	08:45 2WBBO Calculus variant 2 Lecture BTB Auditorium 01 Hochstenbach BC: BTB#01	08:45 4EB00 Thermodynamica Lecture Auditorium 03 Smeulders	08:45 2WBBO Calculus variant 2 Lecture BBT/ MWT Auditorium 01 Veroy-Grepl	08:45 2WBBO Calculus variant 2 Lecture BCS Auditorium 06 Tutor hour OGO Atlas
10	10:45 2WBBO Calculus variant 2 Tutor hour	10:45 2WBBO Calculus variant 2 Tutor hour	10:45 2WBBO Calculus variant 2 Tutor hour	10:45 2WBBO Calculus variant 2 Tutor hour OGO Atlas	10:45 2WBBO Calculus variant 2 Lecture BEI/ BAU Auditorium 06 Tse College BEE/BAU
11	10:45 2WBBO Calculus variant 2 Tutor hour OGO Atlas 2.330 OGO Atlas 3.220	10:45 4EB00 Thermodynamica Guided selfstudy Atlas -1.715 Auditorium 16	10:45 2WBBO Calculus variant 2 Tutor hour OGO Atlas 6.318 OGO Neuron 0.126	10:45 2WBBO Calculus variant 2 Lecture BPT/ BSI Tutor hour OGO Atlas	10:45 2DL60 Linear Algebra Lecture Atlas -1.310 Roef den Auditorium 10 Neuron 0.354
12	12:45	12:45	12:45	12:45	12:45
13	13:30 2WBBO Calculus variant 2 Lecture BEI/ BAU	13:30 2WBBO Calculus variant 2 Lecture BDS Auditorium 05	13:30 2WBBO Calculus variant 2 Lecture BPT/ BSI Auditorium 03	13:30 2WBBO Calculus variant 2 Lecture BCS Auditorium 06 Hochstenbach	13:30 4EB00 Thermodynamica Lecture BTB Atlas 0.820 Smeulders
14	15:30 2WBBO Calculus variant 2 Tutor hour OGO Atlas	15:30 Kapçak BC: BDS#01	15:30 Baumeier College BCS BC: BCS#01	15:30 2WBBO Calculus variant 2 Tutor hour OGO Atlas 6.212 OGO Atlas 6.214	15:30 2WBBO Calculus variant 2 Lecture BBT/ MWT Auditorium 06 Veroy-Grepl College BBT/MWT BC: BBT#01 BC: MWT#01
15	17:30	17:30	17:30	17:30	17:30
16	17:30	17:30	17:30	17:30	17:30
17	17:30	17:30	17:30	17:30	17:30
18			18:30 2WBBO Calculus variant 2	18:30 2WBBO Calculus variant 2	
19			19:30	19:30	
20			20:00 2WBBO Calculus variant 2	20:00 2WBBO Calculus variant 2	
21			21:00	21:00	

Binding Progress Requirement
(SVE) = 100%

Pre-master's program ME (30 EC)

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HBO top / pre-Master program Mechanical Engineering 2024/2025

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	A	2WBBO	Calculus variant 2	5
	C	4EB00	Thermodynamics	5

Timeslots Education weeks

		Monday	Tuesday	Wednesday	Thursday	Friday
1+2	08.45-10.30	A	C	B	E	D
3+4	10.45-12.30	A	C	B	E	D
	12.30-13.30					
5+6	13.30-15.15	B	E	D	A	C
7+8	15.30-17.15	B	E	D	A	C
9+10	17.30-19.15	E	D	A	B	

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19	2WBBO Calculus variant 2 Lecture BTB Auditorium 01 Schstenbach BTB#01	2WBBO Calculus variant 2 Lecture BTB Auditorium 01 Schstenbach BTB#01	2WBBO Calculus variant 2 Lecture BCS Auditorium 06 Tutor hour OGO Atlas	2WBBO Calculus variant 2 Lecture BCS Auditorium 06 Tutor hour OGO Atlas	2WBBO Calculus variant 2 Lecture BCS Auditorium 06 Tutor hour OGO Atlas
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Entry test Calculus 2WBB0

- **In the first week on Wednesday evening!**
 - You should have received an email about this with more information. If not, you can find information on the Calculus Canvas page or email CalculusABC@tue.nl
- Counts in the determination of your final grade

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Course registration regulations

Course registration:

- Via Osiris
- **Deadline:** until 20 working days before the start of the quarter
- Deregistration is possible up to the start of the quarter.
- Strict deadlines: see the [education guide](#).

Registration not in time?

- AKR: Up to 15 working days before the start of the 2nd, 3rd, 4th quarter, late registration is still possible after paying administration costs via [this AKR-form](#) in the education guide.
- After that, registration is no longer possible.

Pay attention

Register in time for your courses in Q2, Q3, and Q4 via Osiris!

CHECK: <https://educationguide.tue.nl/practical-info/student-administration/enrolling-courses-and-examinations/?L=2>

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Exam regulations (1)

Exam registration

A course registration also includes the registration for interim tests and the first final exam.

Not attending an exam?

- Interim test: The student receives the mark 0 for an interim test.
- Final exam: The student may still participate in the resit. But one attempt is lost.

Resit of exams?

- Interim test: A resit is not possible.
Missed an interim test due to personal circumstances?
Report this to your academic advisor within 24 hours after the end of the interim test to check whether you can appeal to the 'missing interim test' in the ER.
- Final exam: If you failed your first exam, you have to register for a resit in the next quarter yourself!

Note: There are two exam opportunities per course! This applies to all pre-master courses!

Exam regulations (2)

- In the Canvas subject of your courses and in the Osiris Course Catalogue you find all information about the set-up of your course and exams!
- Exams are on campus
- Make sure to **bring you TU/e campus card**. Otherwise you cannot participate in the exam.
- In absence of a campus card, you can also use a valid ID.

Need extra support during your studies?

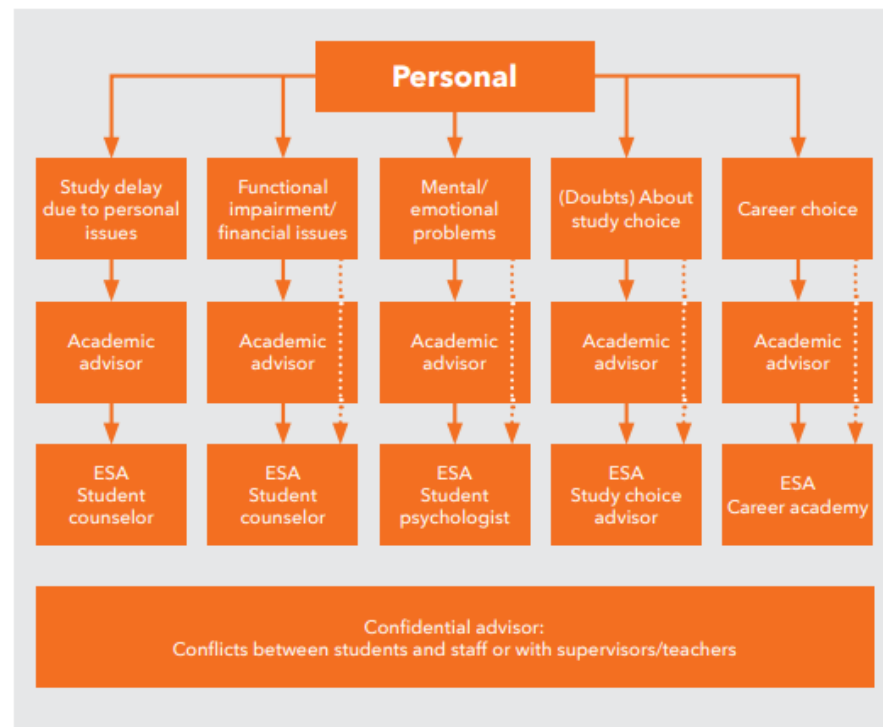
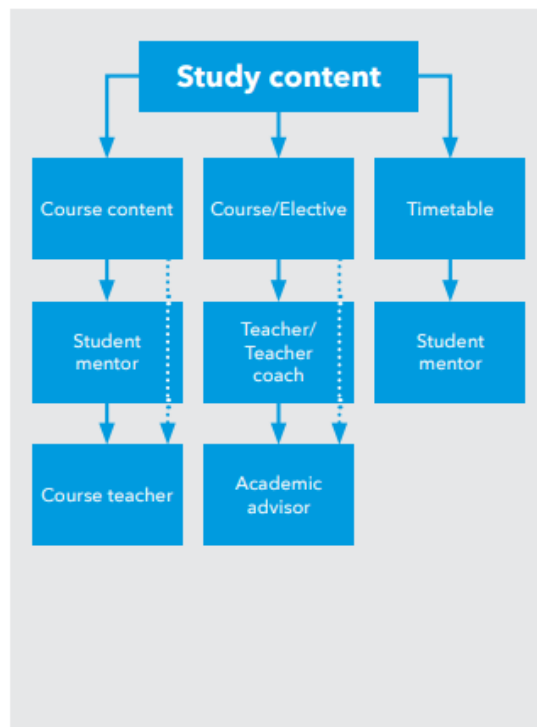
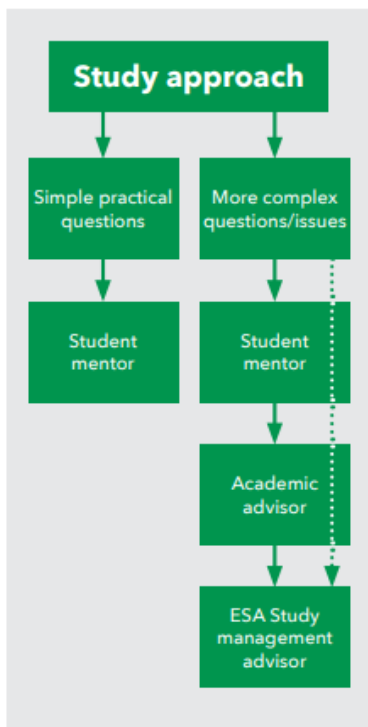
- E.g. Extra time for exams (dyslexia)
- Functional impairments
- More info on the [education guide](#)
- Request granted [special facilities for exams](#) in time
(5 weeks prior to the start of an examination period)



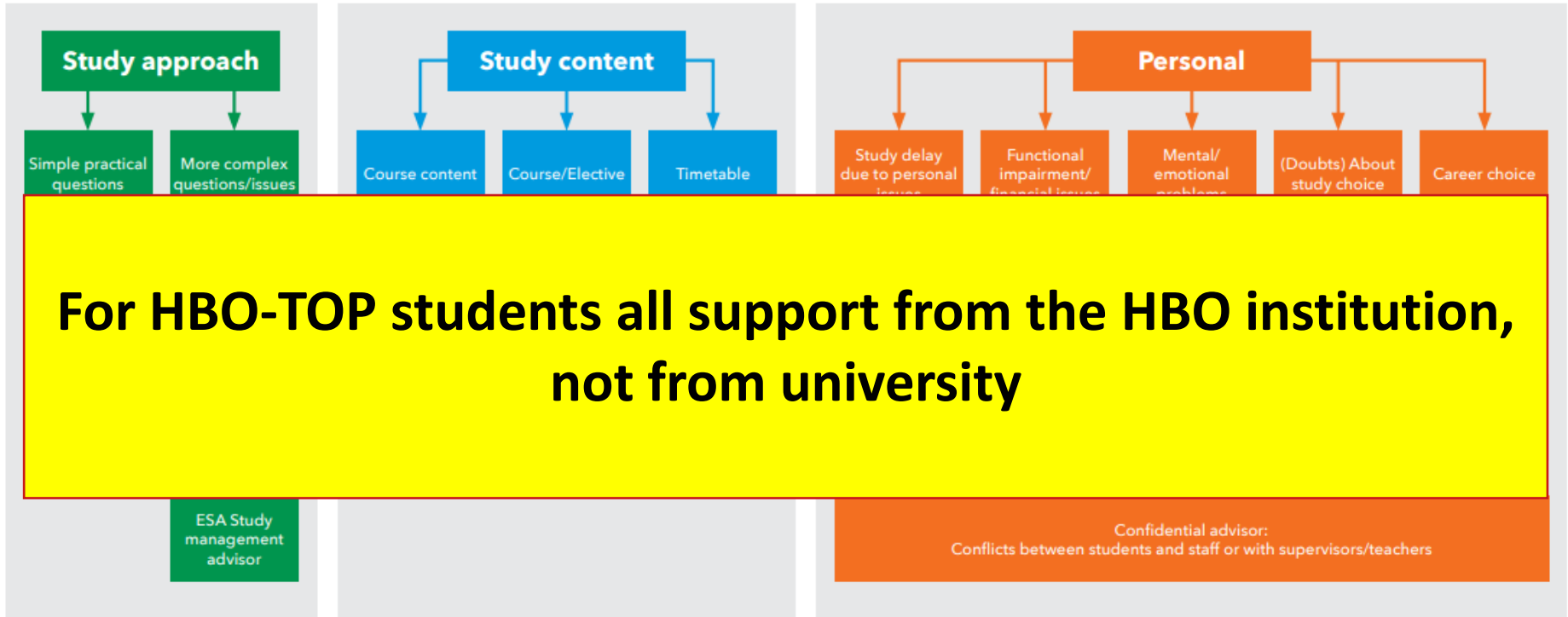
Information meetings during the academic year

Kick off meeting (August)	Q1 meeting (October)	Q2 meeting (December)	Q3 meeting (March)	Q4 meeting (May)
<ul style="list-style-type: none">• Program introduction• Program structure• Information & support	<ul style="list-style-type: none">• Evaluation• Study management• Practical info exams	<ul style="list-style-type: none">• Choosing electives• SVE requirement• Expansion of program	<ul style="list-style-type: none">• Pre-recommendation (SVE)• MSc specialization & MAP	<ul style="list-style-type: none">• Transition to the MSc program

Student guidance for bachelor's students



Do you have other questions? Or want more info? Please visit: <https://educationguide.tue.nl/organization/advisors-and-tutors/>
Group training sessions: <https://educationguide.tue.nl/broadening/group-training-sessions/>
Not sure where to go? Contact your academic advisor.



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Questions / problems?

WHO	WHAT	WHERE
Education guide	<ul style="list-style-type: none">• All curriculum information on your program• Regulations: PER• Information about the Examination Committee• Broadening during your study• Study guidance• Various (IT) services, facilities, etc.	https://educationguide.tue.nl/
Education office of Mechanical Engineering	<ul style="list-style-type: none">• Results and credits in Osiris• Collecting and submitting any forms for your curriculum• Retrieving certificate pre-master program	me.csa.me@tue.nl
ESA	<ul style="list-style-type: none">• (pre-)Master enrollment• Tuition fees• Campus Card	esa@tue.nl Frontoffice desk in Metaforum
International Office	<ul style="list-style-type: none">• Visa• Housing for internationals• Health care• City hall registration	io@tue.nl https://educationguide.tue.nl/practical-info/information-for-international-students

Questions / problems?

WHO	WHAT	WHERE
Course coordinators/ teachers	<ul style="list-style-type: none"> • Course content • Grades 	You can find the email adress of the course coordinator in the course description in Osiris Course Catalogue
Student Mentor	<ul style="list-style-type: none"> • Canvas, MyTimetable, etc. • Student life 	Discuss with your student mentor how they prefer to be contacted
Academic Advisor, Marije Mars	<ul style="list-style-type: none"> • study delay • (personal) problems impeding your study progress • a reference for a student counsellor, - psychologist, or other expert or institution • making the right choices regarding specific course combinations, the weight of the course contents, and your study program • requesting exemptions and arrange admission exams 	me.academic.advisor.msc@tue.nl
		<p>Exemptions? Dyslexia? Personal circumstances? Information mail not received?</p> <p>Report this to the <u>academic advisor</u> within the coming two weeks.</p>

Communication with TU/e

Communication from TU/e:

- Departmental program communication: **Canvas - 4INFOPMMW**
Via this canvas code information about the study will be sent to you, e.g. about the mandatory RSI training. Check in Osiris if you have a registration!
- Student mentor groups and individual mentor meetings
- Regular information meetings (every quartile)
- TU/e - email
- Canvas (courses)

The screenshot shows the Canvas LMS interface for the course 4INFOPMMW. The browser address bar displays the URL <https://canvas.tue.nl/courses/20998>. The page title is "4INFOPMMW Information of the study: Premaster MW". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "Recent announcements" and lists three announcements:

- Availability Academic Advisor during summer**
Dear students, From Wednesday August 2 ...
Posted on: 20 Jul 2023, 10:55
- How to prepare for your master's program**
Dear students, Soon you will be transferring...
Posted on: 8 Jun 2023, 17:01
- New form for Examination Committee**

On the right side, there are buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications". Below these is a "To do" section with the text "Nothing for now".

Communication with TU/e

Communication to TU/e:

- See the table earlier in the slides on who to contact with what questions
- When emailing someone within TU/e, sign the mail with your first and last name, your student ID, and the exact study program you are enrolled in
- Being clear, concise, and nice helps!

What to do now?

This week:

1. Check if your enrollment in the program is complete (Studielink, Osiris, esa@tue.nl)
2. Check if you have all the books you need
3. Check if you are enrolled in the courses of Q1 (2WBB0, 2DL60; Osiris and Canvas)
4. Check if you are enrolled in the Canvas channel 4INFOPMMW
5. Check if all courses are in your personal schedule ([TE Timetable](#))
6. Take a look at the information in [the education guide](#)
7. Take a look at the information about your courses in Canvas

Next week:

9. Start following courses
10. Complete the RSI & Occupational health and safety trainings (see Canvas)!
11. If you have not received your campus card yet, use an official ID when necessary (e.g. for the start test of 2WBB0)
12. Only pre-master students: Join the first student mentor meeting with your mentor group

Questions?



Later questions: me.academic.advisor.msc@tue.nl

Tip: make a whatsapp group for your pre-master / HBO-TOP program right now!

Program Master Kick off - department Mechanical Engineering

Wednesday August 28, 2024

Group	Round 1: 09:00 – 09:55	Round 2: 10:00 – 10:50	Round 3: 11:00 – 11:50	Round 4: 11:50 – 12:00
	Get to know your program	Get to know the department	Department & campus experience	Closing & award ceremony HALL GEMINI
MSc Mechanical Engineering	Gem-Z 3A.08	Lecture room Gemini	Field for Gemini Building	
MSc Systems & Control	Gem-Z 3A.10			
MSc SELECT	Gem-Z 3A.13			
	Department & campus experience	Get to know your program	Get to know the department	
MSc Automotive Technology	Field for Gemini Building	Gem-Z 3A.12	Gem-Z 3A.12	
Pre-Master SET, AT, S&C (+HTOP)		Gem-Z 3A.13	Gem-Z 3A.13	
	Get to know the department	Department & campus experience	Get to know your program	
Pre-Master Mech. Engineering (+HTOP)	Lecture room Gemini	Field for Gemini Building	Lecture room Gemini	
MSc Sustainable Energy Technology			Gem-Z 3A.08	

