

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.

## To do list **AUTOMOTIVE TECHNOLOGY 2017-2018**

### Starting your Master Program:

when	what	explanation	how/where
Before start of the program;	Check whether you want/need homologation	We offer some modules 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!	Check the <a href="#">overview</a> of the modules and register through Osiris.
Before start of the program;	Register in Osiris for courses and exams of your first quarter	You can find an overview of the compulsory and elective courses <a href="#">here</a> .	Osiris
Within the first month;	Diagnostic test of professional skills	In the first month after starting a master's degree program, you need to complete the diagnostic test of professional skills in Skills Lab.	Go to the <a href="#">Skills Lab</a> page to find more information. You will also find the test there.
September:	Decide on your specialization	In September there will be an information session about the specializations.	
a.s.a.p. after specialization presentation in September:	Apply for a specialization position in one of the research groups. Indicate your 1st, 2nd and 3rd research group (specialization) preference in Osiris, using the course code 4MAPAT, and upload a CV and motivation letter for your first choice in Canvas.	Supervision capacity in some groups is limited, and in order to warrant quality of supervision, you need to apply for capacity in a group of your choice. For your first choice for a research group, you need to upload a CV and a motivation letter.	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. Use Osiris (code 4MAPAT) to indicate your preferences and Canvas to upload your CV and motivation letter.
After receiving the result of the allocation procedure:	If you have been allocated to one of the research groups <b>outside</b> the Mechanical Engineering department: get in touch with the research group. The group needs to approve of your placement. Make sure to get a mentor in that group.	The procedure of getting a mentor depends on the group you are in. Some groups assign a mentor to their students, in some groups students can approach someone themselves.	Use the list with Contact Information specialization.

Once you have been accepted by a research group <b>outside</b> the Mechanical Engineering department:	Register for this research group by filling out the form 'Registration Research Group AT 2017-2018'.		Hand in the form 'Registration Research Group AT 2017-2018' at the Education Office, Gem. Z. 1.126
	If you have been allocated to a research group <b>within</b> the Mechanical Engineering department: contact the secretary of your allocated research group to get a mentor assigned.		You don't have to hand in any forms.
During your first semester;	Discuss with your mentor: -your course selection (see also next section; choosing your program content) -plans to improve your professional skills	Your mentor will guide you through the process of selecting your courses, and needs to give official approval of your curriculum. See also next point. Furthermore; he/she needs to coach you on the (further) development of your 'soft' skills. See <a href="#">Skills Lab</a> .	In a face-to-face meeting that you plan with your mentor.

### Choosing your program content:

when	what	explanation	how/where
Before start electives;	Select the specialization electives and free electives with your mentor + submit form 'Registration course program AT'. Register in Osiris for courses and exams	Electives to choose from can be found <a href="#">here</a> .  Included in the course program form is a declaration that you will follow the TU/e code of scientific conduct. You have to sign that too.	Form: 'Registration course program AT'. Your mentor signs this form too. Submit hardcopy at Education Office, GEM-Z. 1.126, ultimately at the end of the 2 <sup>nd</sup> quarter.
	In case you want to make a change in your electives later on, you can do so.	Make sure your mentor agrees!	Use the form 'Changes Electives'

For all information about the courses, see also the study guide section.

### Arranging your Internship

when	what	explanation	how/where
Before making arrangements;	Orientation, in consultation with your mentor		Plan a meeting with your mentor to discuss possibilities
3-8 months before start internship;	Find a TU/e internship supervisor in consultation with your mentor. Start applying for an internship position.	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.	

4 months before the start of your internship;	Go to the Education Office to be informed about procedures	At the Education Office you will receive information that helps you to organize your internship. Especially for students going abroad this is important. Requirement: you've achieved 20 EC of your approved program, of which 10 are core courses.	GEM-Z 1.126 <a href="mailto:EducationalOffice.IMwtb@tue.nl">EducationalOffice.IMwtb@tue.nl</a>
	In case you are a NON-EEA student and you want to do your internship within a company you need an 'Employment agreement non EEU/EEA students'	This contract ensures that you are legally allowed to work in a Dutch company.	You can download the agreement <a href="#">here</a> .
At least 2 weeks before start internship;	Hand in all forms together at the Education Office	The Education Office will check the data on the forms: information, dates and signatures.	GEM-Z 1.126 <a href="mailto:EducationalOffice.IMwtb@tue.nl">EducationalOffice.IMwtb@tue.nl</a>
	Send a copy of the form 'Registration Internship' to your TU/e Internship supervisor.	Both you and the TU/e supervisor need to have the necessary data regarding the internship.	

### Steps to take before finalizing your internship

when	what	explanation	how/where
	Send your report to your internship supervisor (at university).	He/she will assess the report.	
	As soon as your report has been approved, upload the final version	In case you don't upload your report, your internship will be considered incomplete.	Upload your report here: <a href="http://www.wtb.tue.nl/submit">www.wtb.tue.nl/submit</a> . In case of confidentiality; upload your report + submit the form 'Request Confidential Report', available at the Education Office.

For all information about your internship, see also the study guide section on Internship.

## Arranging your Graduation

1. Preparation phase			
when	what	explanation	how/where
3 months before preparation phase	Orientation in consultation with your mentor		
	Find a thesis supervisor in consultation with your mentor		

	In consultation with your thesis supervisor, write a research proposal, describe your project planning and expected results. This is your 'preparation phase report'. Afterwards, submit at Education Office	<p>More information about the preparation phase can be found under 'Graduation'.</p> <p>Use the format that's in the download section to write your preparation phase report.</p> <p>With regard to your planning: note that the entire graduation project, including both phases, is 45 EC. This would mean approximately 7,5 months of fulltime work.</p>	Upload your preparation phase report at <a href="http://www.wtb.tue.nl/submit">www.wtb.tue.nl/submit</a> .
	In case you want to do your <b>graduation project abroad</b> : you can only leave after approval from the Examination Committee!		Submit your research proposal in time to the Examination Committee (deadlines can be found on the website of the Examination Committee), using the form 'Research Proposal for a Graduation Project Abroad'.
	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'	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 <a href="#">here</a> .

## 2. Project phase

A month 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"> <li>-You've achieved 70 EC of your officially approved courses. By that we mean the courses on the form 'AT Course Program'. If you made any changes in your courses, you should have done so with approval of your mentor/thesis supervisor, using the form 'Changes electives'. In case you completed courses at another university, please provide a transcript (list of grades).</li> <li>-The internship report has been uploaded at <a href="http://www.wtb.tue.nl/submit">www.wtb.tue.nl/submit</a>.</li> <li>-The report of the preparation phase is completed with sufficient level.</li> <li>-The report of the preparation phase has been uploaded at <a href="http://www.wtb.tue.nl/submit">www.wtb.tue.nl/submit</a>.</li> </ul>	
--	---	---	--

	Download 'AT Registration Graduation Project - Project Phase'; fill it out with your thesis supervisor and submit at the Education Office.	The Education Office will check if you meet the requirements as mentioned above, and if so, give approval.	Form ' <a href="#">AT Registration Graduation Project – Project Phase</a> '. Submit at the Education Office, GEM-Z 1.126
For all information about your graduation project, see also the study guide section on Graduation.			

### Steps to take before final presentation

	Make sure you're allowed to start organizing your final presentation. You need to have obtained 75 EC of your approved Course Program Master AT by now, and you need to have finished all steps above.		
when	what	explanation	how/where
3 months in advance;	Check the timeline with respect to your final presentation with your thesis supervisor.	<p>Take into account :</p> <ul style="list-style-type: none"> <li>- The month you want to deregister from TU/e</li> <li>- The diploma ceremony you want to attend</li> <li>- The examination committee meeting at which the result of your 'final examination' will be determined</li> <li>- The availability of your supervisor and other committee members</li> </ul> <p>An overview of final possible dates to be viewed during the examination committee meeting can be found in the download section of the 'Graduation project' page and on the website of the examination committee. You can invite friends and family to attend your presentation.</p>	You + your thesis supervisor
3 months in advance	Discuss the composition of your graduation committee with your thesis supervisor	The committee consists of a minimum of 3 members, of which one is from another faculty (than your thesis supervisor) involved in the program. The chair of your graduation committee will be an (associate) professor.	You + your thesis supervisor (responsible)
According to Examination Committee deadlines;	Register in Osiris for the first meeting of the Examination Committee following your presentation. (The Examination Committee needs to approve your graduation within 6 weeks after your presentation)(You as a student are NOT	Register in Osiris: go to 'Progress' – 'Diploma request' – 'Send request'	Osiris

	present at this meeting.)		
3 weeks in advance;	Register for final presentation at Education Office	The form contains presentation date + time + location and the committee members. Your thesis supervisor has to sign this form.	Pick up hard copy of the form 'Registration for final presentation' at the Education Office, GEM-Z 1.126
Before handing in your report;	Include the completed 'Declaration TU/e Code of Scientific Conduct for the Master thesis' in your thesis	With this form you state that you followed the <a href="#">TU/e code of scientific conduct</a>	Download the form <a href="#">here</a> . Print, sign, scan, and include it as the 2 <sup>nd</sup> page in your report
At least 2 weeks in advance;	Complete the form 'Registration for final presentation' (that you picked up earlier) together with your thesis supervisor and hand it in at the Education Office		GEM-Z 1.126
	Send an email with the date, time, location, project title and summary to Education Office	This is to announce your presentation to fellow students and staff.	<a href="mailto:EducationalOffice.IMwtb@tue.nl">EducationalOffice.IMwtb@tue.nl</a>
In the month of your presentation;	Deregister from TU/e	You have to deregister before the end of the month. You can find all information on how that works <a href="#">here</a> . (In case you graduate in July or August, you don't have to do anything; your registration ends automatically.)	Submit forms at STU. You receive the necessary forms automatically from the Education Office.
<b>After your presentation</b>			
<b>when</b>	<b>what</b>	<b>explanation</b>	<b>how/where</b>
Before the end of the month in which you gave your presentation but at least 2 weeks before the meeting of the Examination Committee;	Submit report and summary to the Examination Committee	In case you don't upload your report, your graduation project will be considered incomplete.	Upload your summary and report here: <a href="http://www.wtb.tue.nl/submit">www.wtb.tue.nl/submit</a> . In case of confidentiality; upload your report + submit the form 'Request Confidential Report' at Education Office.

In case you have any questions, don't hesitate to contact the Education Office, your study adviser or program coordinator.