

Checklist 2nd year Master SET

UNIVERSITY
OF TWENTE.

GENERAL

- ☐ Select a potential supervisor for your internship and MSc assignment and contact him/her to discuss your interests. The supervisors usually have a strong network themselves in their area of research and can assist you in finding the location and subject for your internship and MSc assignment. They can also assist you in the choice of electives. In some cases, certain electives are compulsory in order to graduate in a particular department.
- ☐ For the electives, you need to fill out the M-SET registration form (available on Canvas), and send it to set-et@utwente.nl for approval by the programme director and programme coordinator.

INTERNSHIP

- ☐ Register for the Canvas site [Internship ME & SET](#), which contains all information regarding the internship.

GRADUATION

CONTRACTS -> Must be arranged and signed before you start

- ☐ If you do your assignment externally -> Check our [website](#) for important information about the assignment agreement and the confidentiality agreement. Please be aware that non-standard contracts may cause a delay in your graduation preparations or could even mean that you need to change your graduation assignment.
We do not give any (legal) advice on the content of non-standard contracts. If you need advice, you should contact a legal aid office yourself.

REGISTRATION

- ☐ Register in [Mobility Online](#) – Use the option ‘Extended registration’
- ☐ Fill out the proposal form (also known as Milestone 1 or M1 form) in Mobility Online
 - ✓ Choose the academic year in which you will execute your assignment and not the academic year that you are currently enrolled in
 - ✓ In the field behind Course code, fill in the Osiris course code of the Master graduation assignment: 201700027
- ☐ Print the proposal form and fill in the missing details
- ☐ First make sure your supervisor approves your proposal and signs it. Then send your form to set-et@utwente.nl for approval by the programme director.
- ☐ Upload the signed proposal form in Mobility Online
 - ✓ You will receive a confirmation by email as soon as the programme coordinator has approved your registration. This is the case when you have uploaded a signed proposal form and you passed all the 1st year courses
 - ✓ You only need to upload a new proposal form if the content of your assignment changes substantially.
- ☐ If you do an assignment abroad you will get to the scholarship questions in Mobility Online.
A scholarship is only possible in case of an assignment abroad and not in your home country.
Check [here](#) for more information about scholarships

DURING YOUR ASSIGNMENT

If you need to make changes in Mobility Online, do not register again but use the **LOGIN button** on [THIS](#) website

After 14 weeks (6 weeks before graduation)

- ☐ Discuss with your daily supervisor the composition of your graduation committee
- ☐ Discuss with your graduation committee the date and time of your graduation
- ☐ Don't forget to use the “Template MSc thesis” for your master assignment

After 16 weeks (4 weeks before graduation)

- ☐ Submit the form "Registering Master Diploma" to BOZ (boz-set@utwente.nl)
- ☐ Make a colloquium announcement on the website
- ☐ If necessary -> make adjustments in Mobility Online. You only need to upload a new proposal form if the content of your assignment has changed substantially.

After 18 weeks (2 weeks before graduation)

- ☐ Send printed copies of your master assignment to the graduation committee
- ☐ Send a printed copy of your master assignment to the Chair secretary

After 19 weeks (1 week before graduation)

- ☐ E-mail a PDF version of your master assignment to BOZ (boz-set@utwente.nl)
- ☐ You don't have to upload any documents in Mobility Online. After your graduation we will finish your application.

Good luck with your master exam!