Procedure for intake, planning and registration of the master programme

Every student is responsible for setting up his/her own MSc-programme. The MSc-track coordinator is available for consulting, e.g. in case of specific questions or exceptions. An overview of available profiles and detailed information of all the specific profiles can be found on the website www.utwente.nl/cem or on www.utwente.nl/cme.

The step by step procedure for setting up the master programme is as follows:

1. At the start of the master

In the first week of the academic year, a Welcome Day is organised. On this day, first year master students are given the opportunity to think about their master programme, the specific profiles and elective courses. Moreover, track-coordinators are available to discuss the possibilities and suitability of individual programmes. Students who start in February (quartile 3), are recommended to arrange a meeting with their respective track- coordinator, but also to join the Master Introduction Day in September.

2. At the start or during the first month

At the start of the master, the track-coordinator of the master specialisation checks whether the programme satisfies the conditions of one of the profiles. The student should send the intended programme to the Office of Educational Affairs (BOZ). This intended programme is also registered (e.g. for educational purposes), but not processed formally by the Office of Educational Affairs (BOZ).

3. During the first year of the master

During the master, the student is free to change one or more courses of the programme, provided it still matches one of the defined profiles. The track-coordinator should be informed about any change in the intended programme. Note that enrolment for courses in Osiris may give the message that the course is no part of the formal study programme. These messages can be ignored.

4. In the second year

Around the start of the second year of the Master (i.e. 3 to 4 months prior to the start of the course preparation MSc thesis), the final master programme will be checked. This check can be done either by the track-coordinator or by the MSc-thesis coordinator. Next, the programme can be prepared for registration by BOZ, so that the programme is fixed in the student's examination programme in Osiris.