

Announcement Master Colloquium for the studies BA, PA, ES, IEM, HS, BIT

Please fill out the form 'Announcement Colloquium' after you have set a date and time with your committee members. It is preferable to plan your colloquium during the college hours as shown below

College hours:

1/2 08.45 – 10.30 hrs
3/4 10.45 – 12.30 hrs
Lunchbreak 12.45 – 13.30 hrs
6/7 13.45 – 15.30 hrs
8/9 15.45 – 17.30 hrs

Phone numbers UT building caretakers:

Cubicus	053-4893349
Horstring	053-4892500
Ravelijn	053-4893440
Spiegel	053-4894183
Waaier	053-4892299
Carré	053-4892299
HalB	053-4892299
Vrijhof	053-4895500

The office for educational affairs MB (BOZ) will send the 'Announcement Colloquium' to the following parties involved:

1. Committee members within the faculty MB
2. Mrs. S. van 't End-Bijkerk , UT-rooms
3. Reception of the building in which the colloquium will take place
4. Calendar of the department of students affairs MB (BOZ)
5. Studentportal

ATTENTION, STARTING 01-01-2014 THE PROCEDURE FOR SUBMITTING YOUR THESIS HAS BEEN CHANGED

In order to graduate for your bachelor or master it is necessary to upload your thesis to UT Student Theses (<http://essay.utwente.nl>).

Before completing this form you have to make sure that whether or not making the thesis publicly available via the repository is supported by all parties involved. If no public access is permitted, it is also possible to restrict the publicly visible information. Moreover, in both cases you must give explicit permission to deposit the thesis in the UT Student Theses.

More instructions about how to upload your thesis you can find at:

<http://essay.utwente.nl/upload.html>

After uploading the thesis the student, the tutor(s) and the administration office of your faculty will be notified by means of a generated e-mail. The thesis will be available in UT Student Theses within 3 working days and will be attached to your student file in the UT archive.

Please make sure this form has been delivered to the office for educational affairs MB (BOZ) in Ravelijn 3262, at least 15 working days prior to the colloquium. Forms handed in after this deadline will not be processed.

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Family name:
Given name(s):
Student registration number:
Current address:
Zip code and place of residence:
Telephone number:
Date of birth:
Place of birth + country:

The above-mentioned student will, within the framework of the master assignment within the course

BA / PA / IE&M / ES / ES Double Degree programme / HS / BIT

Track/Specialisation _____

give a presentation about (title): **(PLEASE PRINT CLEARLY)**

Thesis is **confidential**: Yes No

Attention! When the **thesis has not been processed in SMS** (Student Mobility System), **the announcement will not be accepted!**

Date:
Time:
Total number of guests:
Class room (preferred):

First Supervisor:	Signature:
Second Supervisor:	
External member:	
ONLY for students from the ES DOUBLE DEGREE !!!! Signature (Second) Supervisor from Münster:	

Future Study/Work:

- Student stops studying at the University of Twente
- Student stays studying at the University of Twente;

Education	Track:

Student hereby declares that all subjects have been completed and that the grades (including the Master class) are registered in <u>Osiris</u> . The student also declares that the date and time have been confirmed by the supervisors. n.b. If the grades are not registered in Osiris, BOZ can decline the colloquium announcement.
Date:
Signature student: