

UNIVERSITY OF TWENTE.

Guideline

Master Mechanical Engineering

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This guide gives you the steps to complete the administrative process of your master's programme. It does not contain all the rules and regulations for your educational programme, these can be found in the [Education and Examination Regulations](#) (EER).

Step 1: Register your specialisation

In the ME master's programme, you can choose one of the following specialisations:

- ☐ Aeronautics (AER)
- ☐ Design and Manufacturing (DM)
- ☐ Energy and Flow (EF)
- ☐ High-Tech Systems and Materials (HTSM)
- ☐ Maintenance Engineering and Operations (MEO)
- ☐ Medical Devices and Modelling (MDM)
- ☐ Smart Sustainable Industry (SSI)

For the Aeronautics, Design & Manufacturing, Energy & Flow, High-Tech Systems and Materials, Maintenance Engineering and Operations and Smart Sustainable Industry the structure for the MSc is as shown below:

FIRST YEAR	SECOND YEAR	
Specialisation courses 30 EC Choose 6 out of 12	Internship 15 EC	Thesis 45 EC
Elective Courses 30 EC Option for interdisciplinary focus: 3 courses outside of ME programme		

You will have the freedom to compose your study programme with a clear focus on one specialisation, this programme has to be approved by the specialisation coordinator. Your study programme needs to contain at least the following:

- 30 EC in specialisation courses
- 30 EC of elective courses.

The elective courses can be courses that are recommended for your specialisation, or courses from other specialisations. There is also the possibility to choose 15 EC of master courses from outside the ME programme.

As of the 2026-2027 academic year the Personalized Health Technology specialisation will become Medical Devices and Modelling. The structure for this specialisation differs from the other specialisations and is as follows:

FIRST YEAR	SECOND YEAR	
Mandatory specialisation courses 20 EC	Internship 15 EC	Thesis 45 EC
Elective specialisation courses 20 EC Choose 4 out of 8		
Free electives 20 EC Option for interdisciplinary focus		

You will have the freedom to compose your study programme with a clear focus, this programme has to be approved by the specialisation coordinator. Your study programme needs to contain at least the following:

- 20 EC in mandatory specialisation courses
- 20 EC of elective specialisation courses, choose 4 out of 8
- 20 EC of free electives, this can be courses that are recommended for your specialisation, or courses from other specialisations. There is also the possibility to choose 15 EC of master courses from outside the ME programme

On the [website](#) you will find the forms to register your study programme. This form needs to be signed by you and the specialisation coordinator. After that, send it to the Educational Affairs Office (BOZ) boz-me@utwente.nl, and they will take care of the signature from the programme director. Your specialisation will be registered in Osiris by handing your approved study programme at BOZ.

Submit your approved study programme to the Educational Affairs Office (BOZ) no later than one month after of the start of the programme. Even if it is a provisional programme, timely submission of the study programme is crucial (admission to courses and ensuring that the course is part of the graduation programme).

Step 2: Registration for courses

Registration for courses

Information about the registration of courses and tests, keeping track of your study progress and all courses offered at the UT can be found in the student information system OSIRIS. More information about the educational systems can be found [here](#). After you register for a course, you will automatically be enrolled in the corresponding Canvas page where you will find all additional course information and schedule. You will be automatically registered for the test and resit. In case you pass the test, you will be automatically deregistered for the resit. In case you want to stop the course, you must deregister via Osiris before the exam week of the quartile. You can find the registration deadline for the different quartiles on the following [website](#)

Change of courses

When you decide, in consultation with your specialisation coordinator, to change one or more of the courses in your study programme, you need to fill in the form "change of master courses" or provide an entirely new study programme, which you can find [here](#). Please don't forget to add your original study programme so we can easily see the differences.

Step 3: Internship

All specialisations of the Mechanical Engineering master programme (ME) include a mandatory internship. However, students who have extensive industrial experience or have already completed an internship during their (HBO) bachelor's degree are not obliged to do an internship in the master's programme. Students from a University of Applied Sciences (HBO) are exempted from the internship, this gives students who have completed their "Kies Op Maat" (30 EC) room to complete their additional pre-Master courses.

Start of the internship

The period of the internship is situated between the coursework and the master's assignment. This means that you will most likely start your internship at the beginning of the second year of your master's programme. The following is required before you can start your internship:

- You must have finished at least 40 EC of your master's programme.
 - Please make sure that you have handed in your study programme so that your progress can be checked.
- Without a study programme the internship coordinator will not be able to approve the start of your internship.

The internship should be on a mechanical engineering problem or task in a professional manner and as part of a team of engineers in a corporate environment or research institute that is not part of the University of Twente. Although you are supposed to find a suitable internship yourself, the internship coordinator can support this matter. More information can be found on our [website](#).

Approval of the internship and registration in Mobility Online

At the start of the internship the department will arrange for a UT internship supervisor you can discuss how this is arranged with the specialisation coordinator. Before the start of the internship, you are obliged to register the internship in Mobility Online. Only after the approval of the UT internship supervisor and a correct registration in Mobility Online, the internship will be part of your study programme. Further practical information about the internship and/or the subsidy regulations is available via the Mechanical Engineering internship coordinator:

https://www.utwente.nl/en/me/master_programme/student_mobility/

Step 4: Graduation assignment

Start of the assignment

The MSc graduation assignment is the final part of the master's programme. With this assignment, you will prove that you can function on an academic level and deliver a valuable contribution to the research field within your chosen specialisation. Besides the proof of ability, the learning effect is most important; you will work independently on an academic level for the first time amidst colleagues with more seniority.

First step to take when starting with your MSc graduation assignment is contact your specialisation coordinator regarding your assignment. Next to that you need to check if you meet the entry requirements for the start of the MSc graduation assignment:

- a. Obtained at least 55 EC in courses that are part of the signed individual study programme.
- b. Finished the internship by handing in the report to the supervisor.
- c. Completed all the pre-master courses successfully (for students who did the 30 EC trajectory).

If you don't meet the entry requirements, your and your (intended) UT supervisor will be informed, you will have to consult your supervisor and have to ask permission from the Examination Board to start with your graduation assignment.

Duration of the MSc graduation assignment

The duration of the MSc graduation assignment corresponds to the applicable study load of 45 EC; this corresponds to a workload of 40 hours per week within a period of 8 months (not counting holidays). During this period, your progress is monitored over time. This is based on the start date registered in Mobility Online until the MSc graduation assignment report has been handed in. You will receive a reminder about the progress of your graduation assignment halfway, if you believe that your thesis time will pass the 12 months you should contact your supervisor, the study advisor and ask permission from the Examination Board for an extension. Please be aware that if the extension isn't given, you are required to start a new thesis project. Please find all the information regarding this regulation in the [EER](#)

Internal or external assignment

The MSc graduation assignment must lie within the territory of one of the directions of the programme and can be carried out at one of the departments of the UT or at an external organisation. The first step is to **contact your specialisation coordinator that you want to start with your MSc graduation assignment.**

The MSc graduation assignment is preferably not carried out at the same organisation where the internship took place, nor should it be an extension of the internship. If you want to carry out the MSc graduation assignment at the same organisation as the internship, the following applies:

- a. The request should be **discussed with and approved** by the specialisation coordinator.
- b. The internship needs to be completed before the start of the graduation project.
- c. The objective and research question of the internship and research assignment should be different.

Assignment abroad

The graduation assignment can also be done abroad, the procedure for when going abroad is no different than when doing your assignment in the Netherlands. Please be aware that you need to make all the arrangements yourself and that you need to start in time to make all the required arrangements before you leave. For more information about going abroad and requesting for a scholarship please check the [website](#).

Agreements

Before the assignment starts you will have to set up agreements on the starting date, duration and/or end date of the assignment and the intensity of supervision with your UT supervisor. The UT supervisor is responsible for the content and scientific level of the assignment and also has to ensure the assignment can be carried out within the set period.

Registration of your MSc graduation assignment in Mobility Online

All mobility-related topics (i.e. internship and graduation) are registered in Mobility Online. The moment you know you are starting with your MSc graduation assignment it is important to register this in Mobility Online. If this is not done, you CAN NOT start with your MSc graduation assignment. It's not necessary/possible to register for your MSc graduation assignment in Osiris, this will be done by BOZ after completion of your MSc graduation assignment. You can access Mobility Online via the following [link](#) Please make sure that if you are completing two UT MSc programmes that you need to apply in Mobility Online for both programmes

Below you find the steps that are obligatory for you to take when you start with your master thesis:

1. Contact your specialisation coordinator to discuss the start of your MSc graduation assignment
2. Fill out the [extended registration](#) form in Mobility Online

3. You will receive an automatic e-mail of your online application after approval from the programme coordinator who will check if you meet the requirements to start with your MSc graduation assignment.
4. Fill out the proposal form and have it signed by the chairman of your assignment committee (your UT supervisor). **Only one signature is sufficient!**
5. Upload the signed proposal form to Mobility Online.
6. The proposal form will only be approved if your application is complete:
You meet the entry requirements and have uploaded a signed proposal form. If anything is missing, you will receive an e-mail about what you still are required to do. This step will then repeat itself until you provide all the necessary information or meet the missing requirements. For more detailed information on the registration in Mobility Online please check Appendix 1. of this document.

When the assignment has been selected, agreements have been made and your graduation assignment has been registered in Mobility Online, you have to take the following steps:

1. Set up terms of reference containing all agreements concerning the assignment made with your UT supervisor.
2. Determine the working hours in correspondence with the supervisor.
3. Agree upon the frequency of progress reviews with the UT and/or external supervisor.
4. Set up an initial plan.

For more information on the regulations for graduation please check the [EER](#)

4.1 Contract and Confidentiality

Assignment agreement

When doing a thesis project with an external organisation some formalities may require signed agreements such as a contract. **Only the UNL contract is accepted by the UT**, the contract can be found [here](#). This format is a three-party agreement in which the representative of the host organisation, the managing director of the University of Twente and you sign for the part which you are responsible for. The signed UNL contract, by you and the company, should be handed to Astrid Oppers-van den Berg (a.j.vandenberg@utwente.nl). She will send the contract to the managing director for the ET faculty and will make sure that you receive the signed contract.

Confidentiality

While working on your project, you might receive confidential information. In all cases, you are expected to deal with this information carefully. Specifically, keep in mind that you are not to discuss confidential information with fellow students, relatives etc.; do not leave laptops unattended and ensure that USB sticks with confidential information on them are not shared. If you are using software, make sure all software is used on a legal license. Software such as for example MATLAB or EES cannot be used with a University of Twente license for company related activities. Early agreement on confidentiality with your supervisor and/or your host organisation is essential to avoid conflicts at a later stage.

Publication of results

We strive at making public all information resulting from your MSc graduation assignment report. As such, this information should be available for publication by yourself and your supervisor. Having the right to publish your report and the outcome of your work is important for your own career and your resume and serves as an inspiration for other students. Therefore, it is important to produce a report that can be published. When writing your report, it is good to keep this in mind, taking care that no confidential information is included in the final report. Communicating about this with your company supervisor is essential to avoid conflicts in later stages.

Non-disclosure agreements

The use of confidentiality (or: Non-Disclosure) agreements should be avoided as much as possible. However, **if an external organisation insists on having a confidentiality agreement, only the clause in the UNL contract can be used**. In some cases, companies have substantial objections against publication of the results. In these situations, the report may be treated as confidential for a period as mentioned in the UNL contract. Full and permanent non-disclosure/confidentiality of your project is only acceptable in very extreme cases because in case of study-programme accreditation the report needs to be available to the accreditation committee.

Company requires the use of their own contract

These contracts need to be checked individually by our legal department. This procedure is time-consuming, and we cannot guarantee that these contracts will be signed. This may cause a delay in your graduation preparations or could even mean that you need to change your graduation assignment. That is why we urge you to only use the UNL contract.

Two-party company contracts

Sometimes the company requires a *two-party agreement*, a contract between you and the company. A signature from the UT is not necessary then. When signing a contract, please take note of the recommendations below. 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. If you decide to use a two-party agreement know that the UT is not obliged to the made agreements between you and the company as they are not part of the agreement.

Copyright

You are the owner of the copyright. If you decide to sign an agreement in which you hand over any copyright to the company you need to realize this means you cannot use anything from your own report later on, without written consent from the company.

Penalty clauses

In some cases, a penalty clause is included in the confidentiality agreement. Although confidentiality agreements are used by companies to protect their interest you are not obliged to accept every aspect in it. For instance, some companies maintain extreme financial penalty clauses, and our advice is not to sign these financial commitments unless you are truly aware of the consequences. Furthermore, it's essential that you discuss the content of such contracts with the company. If the agreement requires a UT signature, be aware that an extraordinary high financial penalty clause will result in the UT not signing the agreement.

Insurances

Verify that the agreement with your company includes commitment to provide an accident insurance. Should this not be the case, you will have to arrange an accident insurance yourself.

Health care insurance for international students

If you are a student from the EU, EEA, Switzerland, or a treaty country** and if you receive any assignment allowance, you are required to take out Dutch basic health insurance. The amount of your allowance no longer matters. For students from outside the EU/EEA/Switzerland/treaty countries: health insurance is only required if your allowance is at least the statutory minimum wage. For more information feel free to contact [Student Services](#)

**Treaty countries are: Bosnia and Herzegovina, Canada (excluding Quebec), Cape Verde, Channel Islands (Jersey, Guernsey, Alderney, Herm, Jethou), Chile, Isle of Man, India, Japan, Macedonia, Morocco, Montenegro, Serbia, South Korea, Tunisia, Turkey, Uruguay, United Kingdom & the United States.

Step 5: Completing your master

5.1 The MSc graduation assignment

The MSc graduation assignment report serves to inform the graduation committee of the completed assignment. Furthermore, it can be used to inform those who would like to use the results, conclusions, and recommendations. These can be successors in the same field of research, members of the laboratory or companies where the assignment might have taken place. Information needed by these people in this case could be business, relevant and efficient data. This means that the thesis should not be a lengthy elaboration on the assignment. On the other hand, it should not be too compact so that the report is accessible to a wide professional audience. The report is written in English and should have a summary. Also, it is recommended to have a draft version checked and commented on by fellow students, this can positively affect the quality.

The structure of the thesis

The thesis usually is set up in two main parts:

1. A general section with a description of the research and a summary.
2. A specific section with the appendices, drawings, etc.

The general section will usually contain about 50 A4 pages in font 11pt (exclusive attachments). A more voluminous report will not always be assessed more positively. The number of pages will depend on the subject and the target group, e.g. employees of a principal company. The report should contain the following aspects:

1. Title page including:
 - a. The report title: should be a compact summary of the report and should be set in agreement with the graduation supervisor.
 - b. The author's name including all initials.
 - c. The month and year of publication.
 - d. The name "University of Twente".
 - e. The name "Mechanical Engineering" and the Chair name.
2. Table of contents.
3. Nomenclature if necessary.
4. Short summary of approximately 100 words.
5. Description of the assignment as agreed upon.
6. Analysis and specification of the problem and the technical relevance of the solution. This should be accompanied by the results of the literature study.
7. Description of the methods used to create a solution, including models, analysis methods and experimental verifications.
8. Results.
9. Evaluation of the work and prognoses, as well as suggestions for further research or application. This includes a discussion of the validity and quality of the found results.
10. Alphabetically ordered list of references. It might be useful to use the software 'End Note' to create such a list.
11. Glossary (to be considered)
12. The appendices include calculations, detailed experiment descriptions, result tables, graphs and drawings.
13. A plagiarism report is added.

5.2 Reporting

A printed (hard) copy of the approved MSc graduation assignment report should be available for the committee two weeks in advance of the graduation date (colloquium). Added to your report is a plagiarism report to make sure that the work that you provided is your own. Your supervisor can arrange for a plagiarism via Turn-it-in, they can get an account for this. with this account they will be able to log in to: <https://utwente.turnitin.com> and check your report.

5.3 Publication

Setting aside any considerations on confidentiality, the MSc graduation assignment is a way to demonstrate that you master the academic level of the education programme. Moreover, you want to be able to communicate on your MSc graduation assignment report without being hampered by confidentiality issues. For these reasons, you are required to hand in the MSc graduation assignment report and a summary of your academic work in the form of an academic publication. This publication is a publicly available description of the academic content, impact and valorisation of your work and cannot be confidential. The publication will, for example, be used to build the portfolio of thesis projects. Where appropriate, it might be published (or be used as the basis for a publication) in a scholarly environment. The deadline for handing in the publication to your UT supervisor is two weeks before the date of your colloquium. Also upload your thesis to the [UT repository](#)

5.4 Colloquium

The completion of your master's study starts with an announcement of the public presentation (colloquium) of your MSc graduation assignment and defending this in front of a graduation committee. The graduation committee consists of at least three members authorised to conduct examinations; One of the full professors, UHD1 or UHD2 from the relevant Department is the chair of the graduation Committee. The Examination Board can also invite a professor from outside the Department or the faculty to function as chair of the graduation committee.

The graduation committee can be supplemented with external members. If the master's project is performed externally, you will have (at least) one daily supervisor from the external organisation, who will be a member(s) of the graduation committee. Members from outside the university only have an advisory role in the assessment and no voting rights. For more information regarding the composition of the graduation committee please check the [EER](#)

For the colloquium announcement consent of your UT supervisor is required. The (draft) MSc graduation assignment report is submitted to the chair of the graduation committee for review. If the MSc graduation report is approved, you will receive a statement that can be used to apply for the final examination. If the MSc graduation report is not (yet) approved, you will be informed what additions and/or changes report are required. A new date is set on which the revised MSc graduation report must be handed in. If necessary, this procedure is repeated.

With consent on the colloquium announcement and the proposed composition of your graduation committee (discussed with your supervisor), you can make an appointment for the date of your colloquium with the secretary of the chair of your committee. This must be done at least four weeks before the colloquium takes place so that administrative matters can be handled on time. You can submit the colloquium announcement itself, containing the composition of your graduation committee, via the menu on [this website](#).

5.5 Assessment of the Colloquium

The colloquium is a public presentation to a varied audience. It is not a mere summary of the MSc graduation assignment but focuses on the research area and the problem-solving method and results. The content of the colloquium needs to be reconciled with the UT supervisor. If it contains confidential information, the presentation should be approved by the external supervisor beforehand. Be aware that confidentiality can be a disadvantage because showing your competence will be more complicated.

Some tips

1. The chapters and structure of the final report are seldom a proper outline for the colloquium. The following structure is therefore recommended:
 - a. The first part of the colloquium should provide a complete overview of the research area. Explain the research project, the goals and problems, if possible, in a non-technical manner. This should take no more than 10 minutes.
 - b. The most important part will take about half an hour and will cover the results of the work done as well as the encountered problems and challenges. Do not go too much into technical detail but provide outlines and use a logical order in the structure. This part of the presentation should mainly be addressed to the assessors and not to the general audience.
 - c. The final part of the colloquium should consist of the main conclusions and recommendations for future research and should take about 10 minutes.
 - d. After the presentation there will be about 15 minutes for questions from the audience.
2. It is important to present an interesting colloquium. Elaborate on relevant concepts and do not go into too much technical detail. Make a distinction between the main and side issues and limit the main issues to about 45 minutes. Show that you are in control and that you know the subject of the colloquium.
3. A computer or laptop with a beamer can be used for the presentation. In case you don't have these materials, you can contact the service department (FD) at the Horst reception desk and a room can be arranged with the help of the chair secretary. Make sure the media and presentation are present and make sure that this works before the start of the colloquium.
4. Visit other colloquia to see how other students present and learn from them.

Assessment of the oral examination

The assessment of the master thesis takes place after the public colloquium and discussion/ questioning in a closed meeting with the student and the master graduation committee. The discussion/question can be a public session in case the chair of the committee and student both agree to have a public session.

5.5 Timeline

6 weeks before graduation	Contact the graduation professor for arrangements for the colloquium
4 weeks before graduation	Register for the master diploma and colloquium at BOZ
3 weeks before graduation	The grades of all courses, except for the final exam, must be handed in at BOZ
2 weeks before graduation	Have copies of the report & publication, including the plagiarism report, sent to the graduation committee members and one, including the original version, to the chair secretary
1 week before graduation	Have one PDF version e-mailed to BOZ. Upload your master thesis to the UT repository
Graduation date	Have colloquium and graduation ceremony
	When you have completed your master's exam, you will immediately receive your degree certificate.
	After the mark of the final exam has been given and processed by BOZ, the diploma supplement is sent as soon as possible (two weeks after the colloquium at the latest).

If you have any questions on your MSc trajectory do not hesitate to contact the programme coordinator:

mastercoordinator-me@utwente.nl

If you have questions regarding the procedure of the colloquium, please contact BOZ: boz-me@utwente.nl

Appendix 1: Checklist graduation

Starting your master thesis assignment

- ☐ Contact your specialisation coordinator - Find an assignment.
- ☐ **In case of graduation with an external organisation**; arrange an agreement, use the UNL contract on the [website](#) and send it to a.j.vandenberg@utwente.nl for the signature of the managing director
- ☐ **In case of a confidential report the clause in the UNL contract used**. The registration of confidentiality in Mobility Online regarding this is not sufficient nor is an agreement between you and the company as the University is not part of the confidentiality! Send the UNL contract to a.j.vandenberg@utwente.nl for the signature by the managing director.
- ☐ Register in Mobility Online – Use the option '[Registration form Graduation extended](#)'.
- ☐ Fill in the proposal form in Mobility Online
 - Be aware of the fact that you have to choose the academic year in which you will execute your assignment.
 - Make sure to register to the correct start date so we can monitor your progress and so that you complete your assignment within the designated timeframe. Please find all the information regarding this regulation in the [EER](#).
 - In the field behind course code, fill in the Osiris course code of the master graduation assignment **202000249**.
 - If you are doing a graduation assignment for two UT MSc programmes register for both programmes in Mobility Online and make sure to use the following course code: **201900215**
 - It's not necessary/possible to register for your MSc graduation assignment in Osiris, this will be done by BOZ after completion of your MSc graduation assignment: Tip: if you don't know your graduation committee yet, fill in the name of your daily supervisor.
as both the committee chair and UT member.
 - Make sure that your start date is correct so we can track your progress. The end date will be changed accordingly by the programme after your graduation.
- ☐ Get your proposal form signed by your UT supervisor. **Only one signature is sufficient**, there is no need to provide an additional signature of a second supervisor!
- ☐ Upload the signed proposal form to Mobility Online, make sure that you submit your application.

You will receive a confirmation of your application by mail when your proposal form has been approved this will be the case if you meet the following requirements:

- You have 55 EC of MSc courses registered in Osiris.
- You have submitted your internship report.
- You have provided a company and/or confidentiality agreement (if applicable).
- You have completed all your pre-master courses in the master (if applicable).

When you don't meet the entry requirements you will receive an email with more information. Your specialisation coordinator and daily supervisor are also informed. If you still want to start, you can submit a request for dispensation to the Examination Board.

During your assignment

- ☐ Schedule regular appointments with your daily supervisor to discuss your progress.

6 weeks before graduation

- ☐ Discuss the composition of your graduation committee with your daily supervisor.
- ☐ Discuss the date and time of your graduation with your graduation committee.
- ☐ Check if all your grades are registered in Osiris. Including the grade of your internship.

4 weeks before graduation

- ☐ Submit the form "Registering Master Diploma" to BOZ (the form is on the website).
- ☐ Make a colloquium announcement on the website.
- ☐ You do not have to update Mobility Online; any changes will be done by the programme after your graduation.

2 weeks before graduation

- ☐ Send (printed) copies of your master thesis (graduation assignment report) & academic publication, including the

plagiarism report*, to the graduation committee.

☐ Send a (printed) copy of your master thesis to the chair secretary.

1 week before graduation

☐ E-mail a PDF version of your master thesis to BOZ.

☐ Upload your master thesis to the [UT repository](#)

*The plagiarism report can be arranged via Turn-it-in. Your supervisor can arrange an account for this, with their account, they will be able to log in on: <https://utwente.turnitin.com> and check your report.

Appendix 2: Procedure Mobility Online

All mobility-related topics (i.e. internship and graduation) are registered in Mobility Online. That applies to the registration of the MSc thesis also. The moment you know you are starting with your graduation assignment it is important to register in Mobility Online. If this is not done, you CAN NOT start with your graduation assignment. You can access Mobility Online via the following [link](#)

Below you find the steps that are obligatory for you to take when you start with your master thesis:

1. Fill out the [extended registration](#) form in Mobility Online. It's not necessary/possible to register for your MSc graduation assignment in Osiris, this will be done by BOZ after completion of your MSc graduation assignment.
2. You will receive an automatic e-mail of your online application after approval from the programme coordinator.
3. Fill out the proposal form and have it signed by the chairman of your assignment committee (your UT supervisor). **Only one signature is sufficient!**
4. Upload the proposal form to Mobility Online.
5. The proposal form will be approved if it is complete. If anything is missing, you will receive an e-mail what you still are required to do. This step will then repeat itself until you provide all the necessary information or meet the missing requirements.
6. Fill out if you want to apply for a scholarship.
 - a. If yes, wait for the response from the International Office (continue your further steps at the point below).
 - b. If no, your application in Mobility Online is registered properly.
7. You can now start your master assignment it is your responsibility that all steps are taken!

Students that apply for a scholarship (so answered 'yes' to question 6), please complete these extra steps:

1. After you have applied for your scholarship, the scholarship office will take over and you will have to answer some additional questions.
2. You have to fill out your home address and bank details.
3. The scholarship office checks the box for 'scholarship application received'. Once that box has been checked you will receive 75% of the provisional scholarship amount within 2 weeks.
4. 'During the mobility' you have to make sure to register your address and your return date and you have the option to check a box if you want to change anything in your application.
5. The steps 'after the mobility' differ slightly from a master's student that stays in the Netherlands. First, you have to let your external supervisor fill out the letter of appointment which indicated that you were there.
6. Scholarship Office will approve the letter of appointment.

General remarks:

Every time you hand something in or check off a box you will receive an e-mail from Mobility Online on what needs to be done next. It is your responsibility to check the application regularly and deliver everything that is required on time. If you are experiencing difficulties with Mobility Online or with certain deliverables make sure to get into contact with someone from the programme, preferably the programme coordinator. At the end of your MSc graduation assignment, you don't have to upload anything in Mobility Online just make sure that you have completed all the required steps in your application. Any changes, if required, will be done by the programme after your graduation.

Appendix 3: Aspects for assessment of the graduation assignment

1) *With respect to content; quality of research/design*

- insight into subject matter
- depth (detailed elaborations, use of literature)
- insight into coherence between different parts of the research project
- reasoning/argumentation of conclusions (are research questions clearly stated and answered?)
- relevance (scientifically, but also applicability in practice) (being able to put research into its context)
- creativity/inventiveness: the extent to which the student independently introduces new concepts
- extent to which the research contributes to new knowledge / contributes to a concrete product, design or model
- learning (quality and quantity)

2) *Report*

- composition, structure
- consistency
- clarity/sharpness of formulations
- readability
- editing, layout
- images and tables (usefulness, added value)
- references to literature
- has been checked on plagiarism (plagiarism report added by student)

3) *Working process during master thesis project*

- attitude
- independence
- commitment/engagement
- cooperation
- communication skills
- incorporation of feedback
- functioning within the organisation where the project is carried out
- student's attitude during progress meetings (active/passive)
- the extent to which the original research proposal has been met and reasons for alterations (keeping up with a work planning, follow up on appointments made)
- time needed to finish master thesis

4) *Oral Presentation and defence*

- content (what is included / not included in the presentation; is the message coming across?)
- structure/outline presentation
- care of details/neatness
- captivating way of presenting (verbal capabilities, posture)

5) *Defence*

- insight in subject matter and its relation with adjacent subjects
- answering questions/discussion
- ability to interpret/understand/analyse question

Appendix 4: Profiles for final grading

5. insufficient

The research and/or report are insufficient, and the student was strongly directed by his or her supervisors. Weak points can clearly be pointed out. The student did not show an academic attitude. On average, the student scores 'insufficient' on all aspects for assessment.

6 – 6.5: sufficient

With respect to content, the research was conducted sufficiently. The report is mediocre. Weak points can clearly be pointed out but are compensated by aspects on which the student performs better. The student has shown little input of his own and was strongly directed by his or her supervisors. On average, the student scores 'sufficient' on all aspects for assessment.

7 – 7.5: satisfactory

With respect to content, a solid piece of research was delivered. The report is carefully edited. Either the research process or the mastery of subject matter leaves room for improvement.

The supervisors clearly had a steering influence on the final product. The student scores at least 'sufficient' on all aspects for assessment and 'good' on some aspects.

8 – 8.5: good

With respect to content, the research was set up in a solid way and was carried out accurately. The report is carefully edited regarding language, structure as well as lay out with minimal input from the supervisors.

The student has worked independently and was able to put forward their initiatives. Guidance given by the supervisors was minimal. On average, the student scores 'good' on all aspects of assessment.

9 – 9.5: very good

The research is innovative and can be converted to an article for a renowned (scientific) magazine or a conference proceeding without putting in too much effort. With respect to content, the research is very solid with some points that can clearly be pointed out as very good. The report is carefully edited and shows that the student disposes of very good writing skills. The student's input and independence are large. The student clearly stands above the subject matter and is able to defend his or her statements in discussions well. The student scores at least 'good' on all aspects of assessment and 'very good' on some aspects.

10: excellent

The student functions at the level of an expert in the field. With respect to content, the research is excellent.

The student is very capable of conducting research independently. The report and the presentation show that the student disposes of excellent communication skills (written and oral). The student scores at least 'very good' on all aspects of assessment and 'excellent' on some aspects.