Appendix 1: Checklist graduation

Starting your master thesis assignment

☐ Find an assignment – Contact your specialisation coordinator.

☐ **In case of graduation with an external organisation**; arrange an agreement, please use the format 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 please ensure a three-party agreement is 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 three-party agreement 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. 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:
  For students with a study programme before 2020
  40 EC: 191199198   45 EC: 191199197
  Students with a study programme from September 2020 or later:
  45 EC: 202000249
  Students graduating for two UT master's programmes simultaneously:
  201900215
- 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

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

- You have 60 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 assignment & academic publication, including the plagiarism report*, to the graduation committee.

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

1 week before graduation

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

☐ Upload your master thesis to the UT repository: https://essay.utwente.nl/upload.html

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