A short introduction to the process of submitting Tutor Agreements in myStudies

For Students of the programs in:
• MSc Electrical Engineering and Information Technology
• MSc Biomedical Engineering
• MSc Energy Science and Technology
In the next pages, the process of submitting a tutor agreement form as programmed in myStudies is described. However, for the sake of simplicity, we suggest the following approach:

- If you do not have a tutor yet (only applies to students of the MSc EEIT), decide which professors' research areas best fit your study interests (see the program's website).

- Put together a list of courses (steps 2 + 3) in a tentative tutor agreement form without submitting it. Print this list out and/or take your computer to the meeting.

- Meet the potential tutor(s) and discuss your choice of courses (Step 4).

- If you agree to a list, select the tutor (Step 1, only applies for MSc EEIT students), wait for confirmation, then submit the list of courses (Step 5) agreed upon during the discussion with your tutor.
1. Choose a Tutor

- **Note**: This step only applies to Students enrolled in the MSc Electrical Engineering and Information Technology.

- Navigate to "Matriculation" in your myStudies account and choose "Select Tutor"

- **Note**: Please discuss your choice with the proposed tutor before submitting it in myStudies.
Choose your tutor from the list of available tutors. Note: list above is an example list.

The tutor will have to confirm in order to make your choice effective.
The Tutor Agreement is called "Learning Agreement" in myStudies, select this from the "Matriculation" page.

You are now able to select courses from the course catalogue, by using the "Edit" button.
Once all the courses you wish to enrol for during the upcoming year are entered, your learning agreement is ready for discussion with your tutor.

**Note:** Please do not fill in the "Mentor" field, this does not apply to students of the D-ITET.
4. Discuss learning agreement with tutor

- We suggest to personally discuss the Learning Agreement with your tutor **before** submitting it in myStudies, saving time for both parties.
- If you did not discuss your proposed course list prior to submitting it and your tutor refuses it, see step 6.
- In any case, please **ask your tutor** for his/her favourite way of handling the tutor agreement process.
5. Submit learning agreement

- **Note:** the learning agreement can only be submitted if you have a tutor; only if you do not, an error warning (see above) will appear.
• If you have not discussed your learning agreement before submitting it and the tutor requires you to change it or

• if the initial tutor agreement must be changed for any reason at a later point in time (with the agreement of the tutor)

• you may be invited to change it: