

# Guide - Master's Contract

## Step 1 - Open the contract generator:

- 1) Open your study portal and go to "Starting your study" → "Before you start" (Find direct link below).
  - a) Biomedical Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/ece/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
  - b) Biotechnology and Chemical Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/bce/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
  - c) Civil and Architectural Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/cae/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
  - d) Computer Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/ece/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
  - e) Electrical Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/ece/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
  - f) Mechanical Engineering:  
<https://studerende.au.dk/en/studies/subject-portals/mpe/starting-your-study/msc-in-engineering/new-msc-student/before-you-start>
- 2) Go to the tab "Master's Contract" and click on it.
- 3) Click on the link attached to the sentence "You fill in your Master's contract via the online contract generator".

### Master's contract

You must have an approved Master's contract before starting your degree programme.

If you have a Bachelor's degree from another university you cannot fill in a Master's contract until you have been admitted on your degree programme as you cannot log in to the system prior to admission.

Preparation of your Master's contract must take place under guidance. There will be time for this during the introduction day. To prepare yourself for this, read about the degree programme under 'About the programme'.

You put together a programme consisting of compulsory courses, if applicable, and electives so as to give your Master's degree the direction and profile you want, and to make sense from a career point of view.

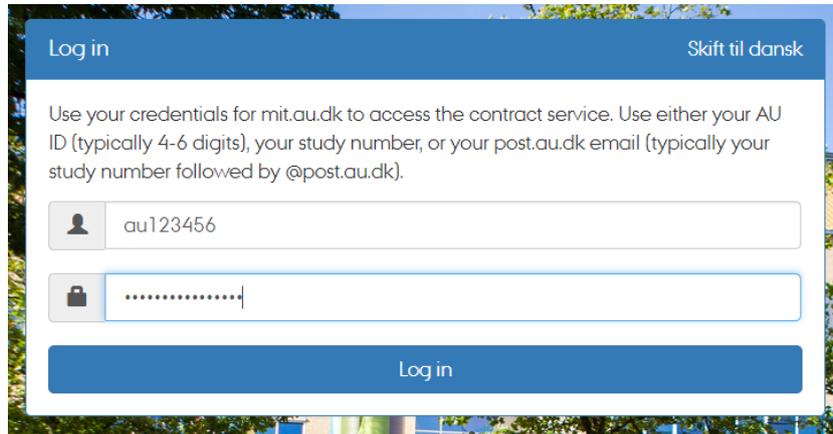
> **You fill in your Master's contract via the online contract generator**

The Master's contract can be amended on an ongoing basis subject to agreement with the Head of Degree Programme.

The degree summary in the self-service facility therefore continues to show the courses you have passed and your examination registrations.

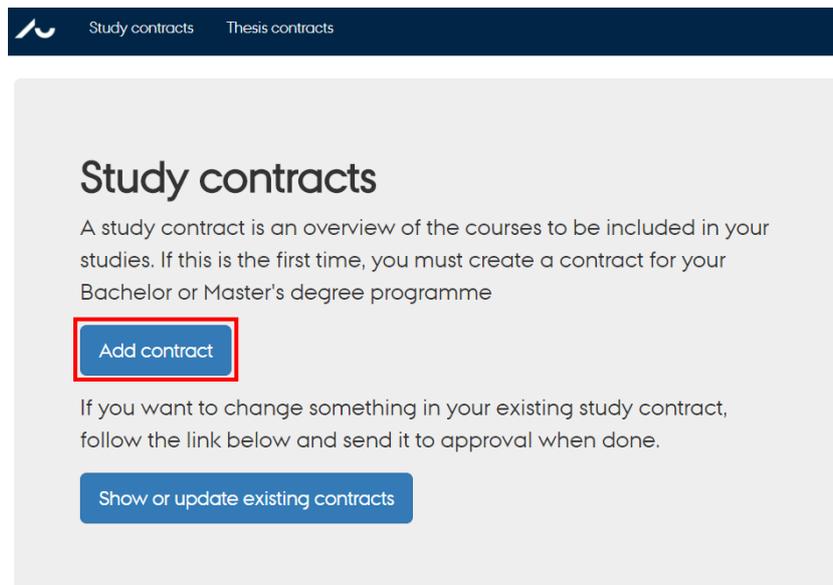
## Step 2 - Log into the contract generator:

Use either your AU ID (typically 4-6 digits), your study number, or your post.au.dk email (typically your study number followed by @post.au.dk) and passcode to AU (i.e. mit.au.dk, Brightspace, etc.).



## Step 3 - Add a new contract:

Click on "Add contract".



Study contracts   Thesis contracts

## Study contracts

A study contract is an overview of the courses to be included in your studies. If this is the first time, you must create a contract for your Bachelor or Master's degree programme

[Add contract](#)

If you want to change something in your existing study contract, follow the link below and send it to approval when done.

[Show or update existing contracts](#)

#### Step 4 - Create study contract:

- 1) Select your "Degree", i.e. "Master" and select your "Education", e.g. Biomedical Engineering, Biotechnology and Chemical Engineering, Civil and Architectural Engineering, etc.

Create study contract

Choose an education and a degree for which you want to create a contract.

- 2) Select your "Start year", e.g. 2022 if you start spring 2022.

Select start year

Here you must select the year you began your education. Notice that bachelor and master degrees are separate educations in this sense. If you are creating a master contract, you should select the year you started on your master and not the year you started on your bachelor.

**Start year**

#### Step 5) Editing Compulsory Courses

- 3) For students starting in the spring, the contract is not automatically generated correctly. The compulsory courses and master thesis need to be moved manually to the year and semester in which you want to follow the courses
- 4) Scroll to "Compulsory Courses" and click on the "Edit"-pen for courses in the spring (one at a time).

Compulsory Courses		
Edit	Name	Quarter
	Optimization Algorithms and Programming	Fall
	Fluid Dynamics	Fall
	Continuum Mechanics for Solids	Fall
	Mechanical Vibrations	Spring
	Applied Innovation in Engineer	Spring
	Thermodynamics	Spring

[Add course](#)

- a. Go to column "Year" and select the year you are going to follow the compulsory course (normally the first coming spring semester).

Compulsory Courses					
Edit	Name	Quarter	Year	ECTS	Credit transfer
	Optimization Algorithms and Programming	Fall	2022 (22/23)	5	<input type="checkbox"/>
	Fluid Dynamics	Fall	2022 (22/23)	5	<input type="checkbox"/>
	Continuum Mechanics for Solids	Fall	2022 (22/23)	5	<input type="checkbox"/>
	<input type="text" value="Mechanical Vibrations"/> <small>If your course doesn't exist, click to enter manually</small>	<input type="text" value="Spring"/>	<input type="text" value="2022"/>	5	<input type="checkbox"/>
	Applied Innovation in Engineer	Spring	2022 (21/22)	5	<input type="checkbox"/>
	Thermodynamics	Spring	2022 (21/22)	5	<input type="checkbox"/>

[Add course](#)

- b. Similarly, to move the Master thesis, scroll to the "Thesis"-tab and move the Master thesis to the correct Year and Quarter (normally 4<sup>th</sup> semester)

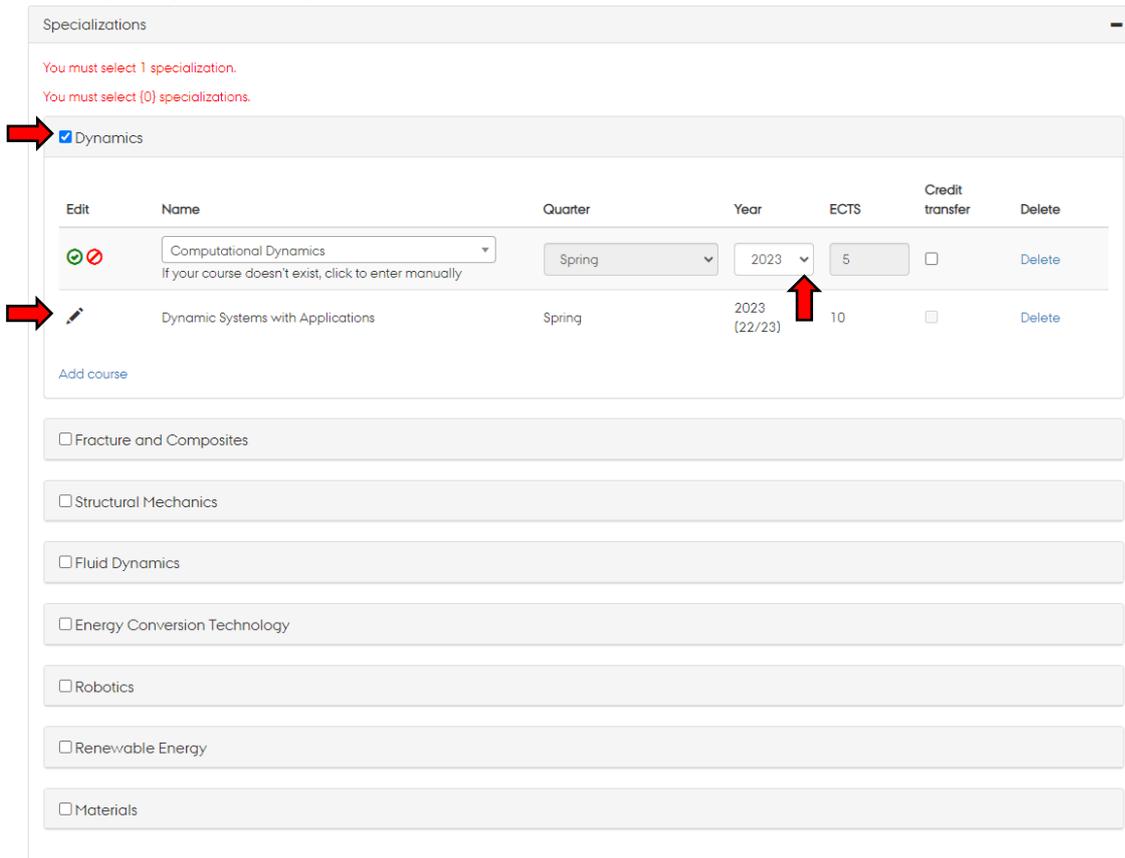
Thesis				
Edit	Name	Quarter	Year	ECTS
	<input type="text" value="Master thesis"/> <small>If your course doesn't exist, click to enter manually</small>	<input type="text" value="Fall"/>	<input )"="" type="text" value="2023 (23,"/>	30

## Step 5 – Filling the study contract:

When opened, the study contract only contains obligatory courses, the remaining courses must be chosen and manually inserted into the contract.

### Specializations

- 5) Scroll to the specialization (and study programs) tab, and choose the desired specialization packages by checking the boxes on the left:



Specializations

You must select 1 specialization.  
You must select (0) specializations.

Dynamics

Edit	Name	Quarter	Year	ECTS	Credit transfer	Delete
	Computational Dynamics <small>If your course doesn't exist, click to enter manually</small>	Spring	2023	5	<input type="checkbox"/>	Delete
	Dynamic Systems with Applications	Spring	2023 (22/23)	10	<input type="checkbox"/>	Delete

[Add course](#)

Fracture and Composites

Structural Mechanics

Fluid Dynamics

Energy Conversion Technology

Robotics

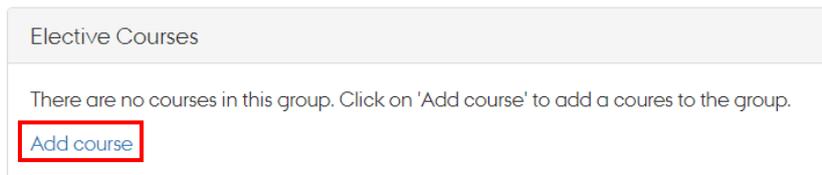
Renewable Energy

Materials

- a. The year in which you want to follow the course can be changed by clicking the pen on the left, and then choosing the year in the menu on the right. (Note that some courses are only given in spring, and some only in the fall)

### Elective courses

- 6) Scroll to the "Elective Courses" tab and click "Add course".



Elective Courses

There are no courses in this group. Click on 'Add course' to add a courses to the group.

[Add course](#)

- a. Select the elective course you want. Remember! Some courses are given in the Spring and some are given in the Fall!
- b. If you cannot find the course in the popup menu, you can manually add the course by clicking on the link below the course name (Remember to also fill in the correct ECTS points for the course, as well as the year you want to follow the course):

Elective Courses

Edit	Name	Quarter	Year	ECTS
<span style="color: green;">✔</span> <span style="color: red;">✘</span>	<input style="width: 90%;" type="text" value="Enter course name"/> <span style="border: 1px solid red; padding: 2px; font-size: small;">If your course doesn't exist, click to enter manually</span>	Spring <span style="float: right;">▼</span>	2023 <span style="float: right;">▼</span>	
<span style="font-size: small;">Add course</span>				

### Education-specific additions:

- **Civil and architectural engineering:**
  - o For CAE students an auxiliary course must be added in tab titled “*Add either Structural Concepts or Heat Transfer and Mass Transport*”
- **Biotechnology and Chemical Engineering**
  - o BCE students must also choose a study program in the corresponding tab

### Contract example:

When the contract has been filled out, it should look similar to the example below, make sure that every semester contains the correct amount of ECTS points, and that requirements for obligatory courses etc. are met.

When the contract has been submitted and approved, remember to sign up for the courses through STADS.

Study overview					
19/20 Fall					
Spring	Optimization Algorithms and Programming 5 ECTS	Mechanical Vibrations 5 ECTS	Innovation and entrepreneurship 5 ECTS	Computational Dynamics 5 ECTS	Dynamic Systems with Applications 10 ECTS
20/21 Fall	Continuum Mechanics 10 ECTS		Finite Element Method 5 ECTS	Robotics 5 ECTS	Control and Sensor Technology 10 ECTS
Spring	Research and Development Project in Engineering A, 10 ECTS 10 ECTS		Specialization Project in Mechanical Engineering 10 ECTS		Student Seminar 5 ECTS
21/22 Fall	Master thesis 30 ECTS				