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1. Introduction

Students who enroll in a TU/e Master's program whose previous education was not at a Dutch institute of higher education

One of the services offered to you during the TU/e Introduction Program is assistance in completing your enrollment. The information contained in this booklet that is relevant to your enrollment will be explained to you during the TU/e Introduction Program.

Students whose previous education was at a Dutch institute of higher education

If you wish to study at Eindhoven University of Technology (TU/e), you first need to register on Studielink (www.studielink.nl). You can use Studielink to arrange your enrollment easily and quickly. Students wishing to re-enroll should also use Studielink to do so. You can register with Studielink for academic year 2011/2012 up to 1 October 2011. Students wishing to register for the 2011/2012 academic year after 1 October should submit their request directly to the TU/e. If you have registered with Studielink, this does not mean that you are enrolled at the TU/e. You are only officially enrolled if you have submitted your enrollment form on time and have paid your tuition fee.

This booklet accompanies the enrollment package for the TU/e. We would urge you to complete the enrollment form very carefully, to prevent any delay in processing.

Failure to enroll on time could mean that you:

- receive your student card and/or proof of enrollment later;
- do not receive official confirmation (e.g. that you have paid our tuition fee) in time;
- are unable to enroll in time for exams;
- encounter problems with your financial assistance;
- are required to pay damages in connection with illegal possession of a student travel card;
- are unable to pick up your notebook.

Such problems cannot be rectified, as the law prohibits us from backdating your enrollment, but you can prevent them simply by completing and returning your enrollment form as quickly as possible, together with any documentation required. Make sure that we receive your enrollment form by 10 August 2011.

We do not expect you to read this booklet from cover to cover. However, we would like to point out that, if anything goes wrong with your enrollment, you will not be able to claim that you did not have all the necessary information. This booklet contains virtually all the information that is relevant to the process of enrolling as a student or terminating your enrollment. However, although it has been compiled with the greatest of care, you may not derive any rights from its content. The Student Statute sets out precisely your rights and obligations as a student at the TU/e. You can find the Student Statute on the STU website (<http://w3.tue.nl/en/services/stu/>) under 'Regulations and Codes of Conduct'.

If, after reading the booklet, you still have questions, please do not hesitate to contact the staff of the Education and Student Service Center (STU).

Education and Student Service Center (STU)

If you are arriving here as a student for the first time, you will experience quite a few changes. You will find yourself having to deal with many things such as intensive study, paying your fees etc. But even if you have already been studying at TU/e for a while, you may still have questions, for example you might feel you have chosen the wrong program, have problems keeping up (due to exceptional circumstances, disability or sporting commitments, etc.), or you might be worried about your career prospects. STU staff can help you with all of these issues and many more. STU is also the home of the Center for Languages and Intercultural Communication (CLIC). Here you can take lessons to improve your English or Dutch. And STU also offers training workshops and advice at its Career Center.

STU offers students a specialized service and a wide variety of information at one central point: its service desk, information center (*Infotheek*) and career center, located in the main building (*Hoofdgebouw*).

Request for facilities for disability or functional impairment

<i>ADHD</i>	<i>Chronic fatigue syndrome</i>	<i>Deafness</i>	<i>PDD-NOS</i>	<i>Muscle disease</i>
<i>Asthma</i>	<i>Asperger syndrome</i>	<i>Dyscalculia</i>	<i>Spasticity</i>	<i>Visual handicap</i>
<i>Pfeiffer</i>	<i>Psychological complaints</i>	<i>Dyslexia</i>	<i>Cystic fibrosis</i>	

Do you suffer from one of the above-mentioned disabilities and do you want to be able to study without them causing you problems?

Indicate this on the enrollment form under ‘Functional impairment’ and register for an informal appointment with the student dean.

Request for facilities in light of sporting commitments

If you are a top-level athlete (and have been awarded this status by the Dutch NOC/NSF), you may be eligible for special facilities. Indicate this on your enrollment form under ‘Sporting commitments’ and register for an informal appointment with the student dean.

Contact

Education and Student Service Center / International Relations Office (STU)

Main Building o.72

P.O. Box 513

5600 MB Eindhoven

Tel. +31 (0)40 247 4747

Fax +31 (0)40 244 1692

Internet: <http://www.tue.nl/stu>

Opening hours (including during holidays): Monday to Friday 08.30 to 17.00
(closed on public holidays)

For all other information concerning the programs offered at Eindhoven University of Technology (TU/e), visit the university’s digital learning and working environment, Online All-round Study Environment (OASE). Here you will find details on your program and all its courses, and how to register for courses and exams. An important part of the university’s digital learning and working environment is only accessible with a login code. This code will be sent to the correspondence address on your enrollment form. We will also send you your TU/e email address at the same time. The TU/e will use this email address for all digital correspondence, for example informing you of examination results, etc.

Program Guide / Student Statute

Program guides contain specific information on your program provided by the departments. Links to the digital program guides can be found on the STU website www.tue.nl/en/education.

The Student Statute contains a detailed description of the rights and obligations of students and of the arrangements for the legal protection of students, including the procedural rules on enrollment and tuition fees, and the various financial schemes open to students. The Student Statute can be accessed via the STU website, where it can be downloaded as a PDF file and, if required, it can also be printed.

Parking on campus

On campus parking has to be paid for. Students can purchase a season ticket. For more information go to http://w3.tue.nl/en/services/diz/bedrijfs hulperlening_bhv/beveiliging/parking_on_the_tue_campus/.

You can also contact the help desk on 040 - 247 5065, week days between 08.30 and 16.30 or email them on beveiliging@tue.nl.



2. TU/e program information

Degree programs

Eindhoven University of Technology (TU/e) offers a number of Bachelor's and Master's degree programs. The TU/e also offers six special Master's programs. These programs formally have the status of a specialization within one or more regular Master's programs. After following a special program you are therefore awarded the degree and certificate of the regular Master's program.

Bachelor's programs

The TU/e offers the following Bachelor's degree programs (the abbreviation in brackets is used at the TU/e for administrative purposes). The majority of TU/e Bachelor's programs are conducted in the Dutch language. The three programs marked with [E] are conducted in the English language:

- Automotive (BAU)**
- Applied Physics (BTN)
- Architecture, Building and Planning (BBK)
- Biomedical Engineering (BBT)
- Chemical Engineering (BST)
- Computer Science and Engineering, Web Science (INFW) *** [E]
- Computer Science and Engineering, Software Science (INFS) *** [E]
- Electrical Engineering (BEI)
- Industrial and Applied Mathematics (BTW)
- Industrial Design (BID) [E]
- Industrial Engineering and Management Science (BTB)
- Industrial Engineering and Management Science for Health Care (BTBG)*
- Innovation Sciences (TIW)
- Mechanical Engineering (BW)

* Industrial Engineering and Management Science for Health Care (BTBG) is a specialization within the regular Bachelor's program Industrial Engineering and Management Science (BTB). In formal terms (and for example for the DUO-IB Groep, the Dutch student grants organisation) you actually study within the

regular program, but internally there is a clear distinction. Choose your specialization during enrollment.

- ** Automotive (BAU) is a specialization within the Bachelor's program Electrical Engineering (BEI). You will graduate with a Bachelor of Science in Electrical Engineering and this is also what will appear as you study program in the Dutch student grants organization DUO-IB Groep on the MyDUO page. Choose your specialization during enrollment.
- *** Web Science (INFW) en Software Science (INFS) are specializations within the Bachelor's program Computer Science and Engineering (BINF). You will graduate with a Bachelor of Science in Computer Science and Engineering and this is also what will appear as you study program in the Dutch student grants organization DUO-IB Groep on the MyDUO page. Choose your specialization during enrollment.

In the propaedeutic phase, you can choose a combined propaedeutic year program: there are two possibilities:

- Industrial and Applied Mathematics (BTW) and Computer Science and Engineering, Software Science (INFS);
- Industrial and Applied Mathematics (BTW) and Applied Physics (BTN).

You will then be awarded two propaedeutic certificates and can continue your studies on one of the programs. To take a combined propaedeutic year, you have to enroll for both programs. You can indicate this on Studielink. There is no additional cost.

For more information on the combined propaedeutic year, please contact:

- Industrial and Applied Mathematics Dr. J.C. van der Meer, tel. (040)-2474451
- Computer Science and Engineering Dr.ir. M.L.P. van Lierop, tel. (040)-2473022
- Applied Physics S. Feiner-Valkier tel. (040)-2474811

Master's programs

When you have successfully completed a Bachelor's program, you can follow a corresponding Master's program. The table below shows the twenty two regular, English language Master's programs taught at the TU/e. The second column shows the corresponding Bachelor's degree that provides direct admission to the Master's program.

Master's program	Preparatory Bachelor's program
Applied Physics (AP)	Applied Physics
Architecture, Building and Planning (ABP)	Architecture, Building and Planning
Automotive Technology (AT)	Mechanical Engineering, Electrical Engineering, Chemical Engineering, Biomedical Engineering, Applied Physics, Industrial and Applied Mathematics
Biomedical Engineering (BME)	Biomedical Engineering
Building Services (BS)	Architecture, Building and Planning
Business Information Systems (BIS)	Industrial Engineering and Management Science, Industrial Engineering and Management Science for Health Care or Computer Science and Engineering - Web Science or Computer Science and Engineering - Software Science
Chemical Engineering (MCE)	Chemical Engineering
Computer Science and Engineering (CSE)	Computer Science and Engineering - Web Science or Computer Science and Engineering - Software Science
Construction Management and Engineering	Architecture, Building and Planning, Industrial Engineering and Management Science or Industrial Engineering and Management Science for Health Care
Electrical Engineering and Information Technology (MEI)	Electrical Engineering
Embedded Systems (ES)	Electrical Engineering, Computer Science and Engineering - Web Science or Computer Science and Engineering - Software Science
Human-Technology Interaction (HTI)	TIW or Industrial Engineering and Management Science for Health Care
Industrial and Applied Mathematics (IAM)	Industrial and Applied Mathematics
Industrial Design (IDM)	Industrial Design
Innovation Management (IM)	Industrial Engineering and Management Science or Industrial Engineering and Management Science for Health Care

Master's program	Preparatory Bachelor's program
Innovation Sciences (IS)	Innovation Sciences
Mechanical Engineering (MW)	Mechanical Engineering
Medical Engineering (ME)	Biomedical Engineering
Operations Management and Logistics (OM)	Industrial Engineering and Management Science or Industrial Engineering and Management Science for Health Care
Sustainable Energy Technology (SET)	Electrical Engineering, Mechanical Engineering, Innovation Science, Chemical Engineering or Applied Physics
Systems and Control (SC)	Mechanical Engineering, Electrical Engineering, Chemical Engineering, Applied Physics or Industrial and Applied Mathematics
Science Education and Communication (SEC)	Chemical Engineering, Computer Science and Engineering - Web Science or Computer Science and Engineering - Software Science, Applied Physics, Industrial and Applied Mathematics

Every regular Master's program includes one or more specializations. For more information on specializations, take a look at the university's program information on the website (http://w3.tue.nl/en/services/cec/study_information/Master's_programs/).

Besides its regular Master's programs, the TU/e also offers a number of 'special' programs. These programs formally have the status of specialization in one or more regular Master's programs. If you follow a special program you are therefore awarded the degree and certificate of the regular Master's program. The special Master's programs have not yet been registered as independent Master's programs, but may in the future become independent programs with their own certificate and degree.

The TU/e provides the following six special Master’s programs (the second column indicates which regular Master’s program you need to be enrolled in):

Special Master’s programs	Enrollment in
Nano-Engineering (NE)	AP
Information Security Technology (IST)	CSE, IAM
Broadband Telecommunication Technologies (BTT)	MEI
Polymers and Composites (P&C)	MCE, MW
Fluid and Solid Mechanics (FSM)	MW
Science and Technology of Nuclear Fusion	AP
Care and Cure for Electrical Engineering	MEI

When you complete your Bachelor’s program, you can also indicate that you would like to enroll for a special Master’s program.

University teacher training (these programs are only offered in the Dutch language)

The TU/e is associated with a teacher training program provided by the Eindhoven School of Education (www.esoe.nl). The ESoE offers a Master’s program in Science Education and Communication, which includes the possibility of acquiring a qualification as a pre-university education teacher (VHO) in one of more of the following subjects: Physics, Chemistry, Mathematics or Information Science. As a minimum requirement, candidates for this program must have completed a Bachelor’s program in a related subject. Teacher training programs are only offered in the Dutch language. You can obtain more information on the program from: Secretariat, Eindhoven School of Education tel +31 (0)40 247 3095 / e-mail infor@esoe.nl / www.esoe.nl.

Pre-Master’s programs

TU/e offers a number of different types of program within the Master’s programs. One is the “transition or pre-Master’s program” (also known as a “*schakelprogramma*”). This is a set group of subjects that students with a Dutch HBO education must complete before they can be enrolled in a Master’s program. The pre-Master’s program is positioned in the Bachelor’s program that precedes a given Master’s program. The transition programs available are listed in the table below. You can register for a pre-Master’s program in Studielink. The pre-Master’s programs are mentioned beneath the corresponding Master’s program.

After completing the pre-Master's program, you will not receive a Bachelor's degree, but proof of admission to the Master's program. Not all TU/e departments offer transition study programs in English. Please contact STU for more information.

Bachelor's program	Code	Transition program
Applied Physics	AP	Applied physics
Architecture, Building and Planning	BS	Pre-Master's program Building Services
	ABP	Pre-Master's program Architecture, Building and Planning
	CME	Pre-Master's program Construction Management and Engineering
Computer Science and Engineering	CSE	Pre-Master's program Computer Science and Engineering
	BIS	Pre-Master's program Business Information Systems
	ES	Pre-Master's program Embedded Systems
Innovation Sciences	HTI	Pre-Master's program Human Technology Interaction
	TIP	Pre-Master's program Innovation Sciences
Industrial Design	IDM	Pre-Master's program Industrial Design
Industrial Engineering and Management Science	IM	Pre-Master's program Innovation Management
	OM	Pre-Master's program Operations Management and Logistics
Mechanical Engineering	MW	Pre-Master's program Mechanical Engineering
	SET	Pre-Master's program Sustainable Energy Technology*
	SC	Pre-Master's program Systems and Control
Electrical Engineering	MEI	Pre-Master's program Electrical Engineering
Biomedical Engineering	BMT	Pre-Master's program Biomedical Engineering

*HBO graduates who wish to take the pre-Master's program in Sustainable Energy Technology (SET) should contact the SET admissions committee at set@tue.nl.

Binding recommendation for the continuation of studies (BSA)

The TU/e has an intensive student coaching system. The TU/e is a university that coaches students with care. There are study advisors active in all TU/e departments who will advise you in the planning of your study and the best approach. They can answer all your questions regarding your study program. Most departments also have other coaches, for example student mentors. There are also facilities at central TU/e level. The Education and Student Service Center (STU) is a central place for students to gain assistance with a variety of issues concerning student administration, internationalization, and coaching. STU also provides various training courses to students including study habits and choice of program. The TU/e takes pride in taking good care of its students.

The TU/e has a binding recommendation for the continuation of studies since academic year 2009/2010. This means that at the end of your first year, you must have gained a minimum of 30 ECTS to be able to continue in the same study program. The departments may have specific additional requirements that you must satisfy before continuing your study program. For example, a requirement from the department may be that you must pass one or more courses within a cluster of program courses. Your department will inform you of these additional requirements.

The 30 ECTS level is a prerequisite for a student to continue successfully in his or her study program. Experience shows that students who do not gain a minimum of 30 ECTS have less or no chance of completing the Bachelor's program successfully. If you attain 30 ECTS or more and you fulfill any other prerequisites required by that study program you will receive a positive assessment and will be able to continue with your studies. If you do not attain 30 ECTS in one year and/or you do not meet the additional requirements of the department, you will be considered unsuitable for that study program and will be refused enrollment for 3 years.

Experience Mathness!

The change-over from studying in the Dutch high school system to studying at university is sure to bring many changes in your life. You were already used to learning at school of course, but studying at university will require some different skills which it will take you some time to master. You'll need to figure out what is expected from you in the various different courses, and there will be much less repetition of study material than there was at high school. You'll have to get to grips with more material in shorter periods of time and that will require you to plan your studies more carefully. We understand that all of this will be new for you. To help you make the step from studying at secondary school to studying at TU/e, the University has developed a supervision program which we call 'Experience Mathness'. This program focuses on mathematics and study skills. Because good math skills are important for many courses at TU/e, all first-year students (with the exception of Industrial Design students) are required to complete a mathematics entrance test. This entrance test will assess your existing knowledge of mathematics. We need to do this because your existing knowledge will form the basis of your first year of math studies. The entrance test is often a component of the first-year math program. Passing the test can earn you extra points for your first-year math course. Of course, TU/e offers you the opportunity to prepare for this test properly. Every year, there is a practice website which you can access from June onwards. By helping you with your math and study skills, TU/e hopes to help you make a good start to your life as a university student! For more information, please see www.tue.nl/experiencemathness.

Minors

In the first semester of the third year of the Bachelor's program, all students take a minor of 30 credits. You can use the minor to improve your knowledge of your own discipline, by deepening your knowledge of a specific area, or doing a research assignment or placement/internship.

You can also take a minor in another Bachelor's program, so that you can switch to a Master's program in the discipline of your minor, after you have been awarded your Bachelor's degree. The various programs specify in advance which minors you can take.

For more information, please see the TU/e minor website at: (http://w3.tue.nl/nl/diensten/stu/onderwijs/major_minor/).

Certificates, degrees and titles

All stages of TU/e study programs culminate in an examination for which you must register online (<http://owinfo.tue.nl>). Students who pass an examination are awarded a certificate on a predetermined date. Certificates for final examinations will be awarded in both Dutch and English.

If you pass your propaedeutic examination, you do not have the right to use a title. You do have the right to take the subjects in the post-propaedeutic phase of the corresponding program.

If you pass the final examination of your Bachelor's degree program at the TU/e, you will be granted a Bachelor of Science degree, which allows you to place the letters 'BSc' after your name.

If you pass the final examination of your Master's degree program, you will be granted a Master of Science degree, in which case you may place the letters 'MSc' after your name. You will also be entitled to use the Dutch title ingenieur (abbreviated to ir. and placed before the name). Please note that you may not use both titles together.



3. Enrollment

Enrollment at a university is valid for one academic year, lasting from 1 September to 31 August. This means that you must re-enroll each year. Please submit your request for enrollment by 1 September. If your request arrives in September, it will still be processed and your enrollment backdated to 1 September. Requests for enrollment that arrive after 1 October will be processed only with the approval of the Executive Board. You will therefore need to send a covering letter in addition to your enrollment form explaining the reasons for your late enrollment. This should be sent to the Education and Student Service Center. Requests for enrollment that arrive after 1 October cannot be backdated to 1 September. This is also the case for re-enrollment. Normally speaking, you will be enrolled as of the first of the month in which the completed enrollment form is received, unless you indicate that you wish to enroll with effect from a future date. In that case, you should check with the department concerned whether it is possible to join the program at that point. Some Master's programs allow new students to join at several different dates during the academic year (e.g. at the beginning of a semester). You must apply to STU for enrollment to a program at least three months before joining it.

Students who register with Studielink for the 2011-2012 academic year can do so up to 1 October 2011. Students wishing to register for the 2011-2012 academic year after 1 October should submit their request directly to the TU/e, as described above.

Enrollment as a university student means that you are then subject to various types of Dutch legislation. This includes the Benefit Entitlement (Residence Status) Act, the Personal Data Protection Act and the Higher Education and Research Act (WHW). The first of these stipulates that universities must check whether a student is legally resident in the Netherlands when he or she first enrolls. The Personal Data Protection Act governs the conditions under which certain information may be used. The WHW precisely describes the conditions, rights and obligations applying to everyone enrolled in a higher education study program. If you wish to know more about the legislation, and how it affects your enrollment, see the STU website.

1. In principle, students enroll for an entire academic year. Enrollment applications received after 1 October must be accompanied by a covering letter explaining the reason for the late enrollment. You should submit this letter to the Education and Student Service Center. Enrollment will take effect from the first day of the month in which the request for enrollment is received.
2. The same conditions apply as under point 1. The only difference lies in eligibility for financial support from the Dutch student grants organization (DUO) and a student travel card.
3. Again, the same conditions apply as under 1. Dual programs are available only on the Chemical Engineering and Building Services Master's programs. Students on dual programs spend a large part of the program gaining professional work experience.
4. In principle, students enroll for an entire academic year. Unlike regular students, external students are not eligible for reimbursement of examination fees. They also pay separately each time they enroll in a program. Since external students are not eligible for the counseling that TU/e provides for graduating students, it is almost impossible for them to graduate.
5. Contract students may attend up to three series of lectures per academic year. They enter into a contract with the TU/e, specifically stating which series of lectures the student may attend. Lecturers are informed of contract students who will be attending their programs. In principle, external students cannot terminate their enrollment or receive reimbursement of their fees. Separate enrollment forms for contract students can be downloaded from the STU site.
6. Enrollment as a contract transition student is open only to students who are taking part in a study program that is part of a Bachelor's program and who, under the conditions laid down in the Education and Examination Regulations for the Bachelor's program, may attend one or more specifically named programs in the Master's program. Enrollment as a contract transition student is valid for a maximum of 12 months. However, these 12 months may fall in two consecutive academic years. The enrollment form is available on the STU site.

7. A contract student may perform a test as evidence that he or she has attended a series of lectures. However, the test does not have the status of an examination, which means that the programs attended may not be counted as credits towards a qualification.
8. A contract transition student may take a test on subjects from the Master's program specified by the Examinations Committee. The test does not have the status of an examination. After actual admission to the Master's program, and depending on the results of the test, the student may be entitled to exemptions from certain parts of the program.

Student card

Once you have completed the enrollment procedure – i.e. you have submitted all the required documentation, completed and signed the enrollment form and paid your fees (or completed a payment order form) your student card will be issued. This card is valid for the entire period of study. In other words, your plastic student card will be issued **only once**. The student card must always be shown together with proof of enrollment (also a plastic card). A new proof of enrollment card will be produced each academic year. If your program details change, please contact the STU, which will issue you with an amended proof of enrollment card. When you first enroll you will be issued with a wallet that holds both cards. In the event of the theft or loss of your student card, please contact the STU, where you will be able to acquire a new one. You will however be required to pay costs as stipulated in the procedural rules (€ 10 for the 2011-2012 academic year). If you ask for your enrollment to be terminated, you must surrender your student card and proof of enrollment for that year. Your enrollment will not be terminated until you have done so.

Students on the Biomedical Technology Bachelor's program and the Biomedical Engineering or Medical Engineering Master's programs will also be issued with a student card and/or proof of enrollment for the University of Maastricht, since they will be completing a large proportion of their studies in Maastricht. This does not entail any extra cost.

4. Tuition fees

General

In principle, when you enroll at the TU/e as a student, you are required to pay tuition fees only once each academic year. This is known as your 'main enrollment'. If you enroll for any other programs, these are known as 'secondary enrollments'. No tuition fees are payable for secondary enrollments at the TU/e unless the fees for your main enrollment are lower than those for the secondary enrollment (as a result, for example, of different institutions charging different part-time fees or, for non-EEA students, as a result of different fees for the Bachelor's and Master's programs). In this case, you will be required to pay the difference. These rules may be different at other institutions. Please ask whether this is the case before enrolling for a second program elsewhere. External students are required to pay examination fees each time they enroll.

If your main enrollment is at another higher education institution, you must submit an original proof of tuition fee payment made out to Eindhoven University of Technology. A copy of your proof of enrollment or a copy of the authorization for the payment of tuition fees to the other university is not sufficient! We require an original proof of tuition fee payment document from the student records office at the institute of your main enrollment.

If someone else, such as your parents or employer, pays your tuition fees, under the WHW you must authorize them to do so by indicating this in Studielink. Students who enroll directly with the TU/e (for example foreign Master's students or students enrolling after 1 October 2011) can indicate this on the enrollment form.

Tuition fee rates 2011-2012

The table below shows the various tuition fees for 2011-2012, along with the eligibility requirements that need to be fulfilled. For more information about these eligibility requirements, please see page 23 of this booklet.

Amount and type of tuition fees	Eligibility requirements
A € 1,713 (statutory rate)	Bachelor's or Master's degree student or transition program student who: <ol style="list-style-type: none"> a. fulfills the requirements regarding nationality, and b. fulfills the requirements regarding place of residence or Bachelor's or Master's degree student or transition program students who does not fulfill the requirements concerning place of residence but began his/her study program before 31 August 2011 and has not yet been nominally enrolled for over one year in his/her study program.
B € 8,000 (Bachelor's degree student 'high' institute rate)	Bachelor's degree student who: <ol style="list-style-type: none"> a. does not fulfill the requirements regarding nationality, and/or b. does not fulfill the requirements regarding place of residence.
C € 5,441 (Bachelor's degree student 'transitional' institute rate)	Bachelor's degree student who: Does not fulfill the requirements concerning nationality but who began his/her study program at TU/e before 1 September 2011.
D € 12,500 (Master's degree student 'high' institute rate)	Master's degree student or transition program student who: <ol style="list-style-type: none"> a. does not fulfill the requirements regarding nationality, and/or b. does not fulfill the requirements regarding place of residence.

Amount and type of tuition fees	Eligibility requirements
E € 9,034 (Master's degree student 'transitional' institute rate)*	Master's degree student or transition program student who does not meet the requirements concerning nationality but who began his/her study program at TU/e before 1 September 2011.
F € 856.50 (examination fees for external students)	External student who <ol style="list-style-type: none"> fulfills the requirements regarding nationality, and fulfills the requirements regarding place of residence
G € 4,000 (examination fees for external Bachelor's degree students)	External Bachelor's degree student who <ol style="list-style-type: none"> does not fulfill the requirements regarding nationality, and/or does not fulfill the requirements regarding place of residence
H € 6,125 (examination fees for transition program students/ external Master's degree students)	Transition program student or Master's degree student who <ol style="list-style-type: none"> does not fulfill the requirements regarding nationality, and/or does not fulfill the requirements regarding place of residence
I € 250 (fee for contract students for each series of lectures)	

At TU/e, the same enrollment fees apply for part-time students as for full-time students.

Transitional arrangements:

- Students who are enrolled on 31 August 2011 and do not fulfill the requirements regarding place of residence are entitled to pay the statutory 'low' rate (A) if they can complete their study program within the standard allotted time period plus one year. After that, they will be required to pay the 'high' rate (B or D).
- Students who do not fulfill the requirements regarding nationality and who began their study program before 1 September 2011 are entitled to pay the 'transitional' institute rates (C and E) while they complete their degree.

Requirements pertaining to tuition fees

a) Requirements concerning nationality:

1. You are a national of an EU member state or Norway, Switzerland, Iceland, Liechtenstein or Suriname, or
2. You are a national of another state but your residence permit entitles you to a student grant. In order to establish whether this applies to you, you can use the nationality questionnaire on the IB group website: <http://www.ib-groep.nl/studiepunt/nationaliteitschema/natschema.asp>. If your residence permit entitles you to receive a student grant, please send us a copy of the letter from the DUO-IB Group stating this.

b) Requirements concerning place of residence:

You are resident in the Netherlands, Belgium or Luxembourg, or in North Rhine-Westphalia, Lower Saxony or Bremen in the Federal Republic of Germany. If you are resident in the Netherlands, you must have registered (by 1 October of the academic year in question) as a resident of a municipality in the Netherlands and therefore be listed in the municipal personal records database. If you live in the Netherlands, but you are not registered in the municipal personal records database, you will not be eligible for tuition fees at the statutory rate. Students who live in Belgium, Luxembourg or one of the three German federal states mentioned above must be able to prove this with documentation from the municipal register.

Previous degrees or diplomas

The law stipulates that if you do not yet hold a Bachelor's or Master's degree, you may be eligible for the statutory rate of tuition fees. If you apply for a Bachelor's degree program when you already hold a Bachelor's degree, you will have to pay the institute rate. This is also the case if you apply for a Master's degree program and you already hold a Master's degree. Study programs in the fields of health care and education are excepted from this regulation.

For the 2011-2012 academic year, TU/e has determined that for students who enroll for a second degree, the institute rate is equal to the statutory rate provided that the requirements concerning nationality and place of residence are both fulfilled.

Students who do not finish within the allotted time period (only for students who pay the statutory fee)

At the start of 2011, the government proposed legal measures to the Dutch parliament concerning students who do not complete their studies within the allotted period. The proposals basically mean that students who do not finish their studies on time will be **legally obliged to pay higher tuition fees**. Students who take more than one year longer than the allotted period for their study program will have to pay a fine of € 3000 over and above the statutory rate for tuition fees.

The implementation of this measure has been postponed. It will not take effect from 1 September 2011 but from 1 September 2012. For more information about these measures, please refer to our website: www.tue.nl/langstudeerders.

The requirements and monetary sums indicated above are subject to change and may be revised due to new legislation or decisions taken by the management of TU/e. Check our website for the most up-to-date information.

Payment

Non-EEA students Master's students

Students who are financing their own study costs, and have the nationality of a non-EEA country and who will not receive a TU/e administered scholarship are required to transfer an amount of € 15,000 to the TU/e bank account mentioned below. Payment must be completed prior to their arrival in the Netherlands. The deadline for payment is communicated to them by the International Relations Office.

It is not possible to pay the tuition fee in cash, by credit card, by bankers draft or by cheque.

To transfer the money from a foreign bank account you need to fill in the following on the international bank transfer form at the bank office in your home country:

bank account number TU/e:	1148.70.438
beneficiary/remittee:	Technische Universiteit Eindhoven
IBAN code:	NL66 RABO 0114 8704 38
BIC code:	RABONL2U
City:	Eindhoven, the Netherlands
Address:	Postbus 301 – 5600 AH Eindhoven, The Netherlands

Your family name, initials and date of birth

Your student number (TMO ID number: this number can be found on your correspondence with the Admissions Office).

Students using Studielink to register for enrollment can indicate in Studielink how they wish to pay the tuition fees.

Students who enroll directly with the TU/e (e.g. students from EEA-countries or those enrolling after 1 October) can indicate this on the enrollment form.

Students using Studielink and students who enroll directly with the TU/e can choose from the following three payment options:

A. Digital debit authorization

If you authorize TU/e tuition fee to be debited from your account, this is regarded as payment of the tuition fee. If you have submitted your request for enrollment using the option 'digital authorization' you must confirm this in Studielink. You will find this under "My enrollments" by pressing the button 'payment actions'. The option 'digital authorization' will only be available to you after you have received a message from Studielink that you should confirm the digital authorization and after your personal details have been verified. The debit authorization permits the TU/e to collect the sum of the tuition fee from the bank account indicated by you. This may be authorization to collect a single payment of the the total sum of the tuition fee, or this may be an authorization to collect 5 installments of the tuition fee.

B. Transfer/deposit

You may decide to transfer your tuition or examination fees directly to the TU/e bank account. If you decide on this option, please transfer the entire amount (not in installments!) to **bank account 15.01.83.704**, BIC: RABONL2J and IBAN: NL86 RABO 01501837 04 in the name of Technische Universiteit Eindhoven, quoting your name and identity number (if you are a returning student) or your name, date of birth and, if known, identity number (if you are a first-year student). **NB:** your enrollment will not be finalized until the tuition fee has been paid in full to the above-mentioned account!

If an organization is paying your tuition fee and needs an invoice, you must select the 'transfer/deposit' payment option in Studielink. You should also enclose a request for an invoice with the enrollment form, stating the name, address of the organization and the telephone number of the contact. The STU does not draw up and process invoices itself and the fees must be paid into a different account. Do not, therefore, transfer your tuition fees to the above account if you have requested a receipt, in order to avoid double payment.

C. Exemption

If you are enrolling for a second study program and have already paid tuition fees at another university, you may be eligible for a reduction in or exemption from tuition fees. In this case, please submit an original proof of tuition fee payment made out to the TU/e with your enrollment form.

NB: a direct debit authorization made out to another university is not sufficient. Nor will proof of enrollment with another institution be regarded as evidence that you have already paid tuition fees, as it does not state the amount of the fee.

Conditions for authorization (see also back of enrollment form)

Direct debit authorizations (for the academic year concerned) may not be withdrawn. In other words: you may not cancel the authorization or demand that the tuition fees be returned. The university will cancel the authorization only if your enrollment is terminated.

1. Ensure that the STU receives your request to pay by direct debit before the first installment is due (see also point 10).
2. Requests for payment in installments received after the payment date for the first installment will be processed only once the outstanding amount has been paid. This will generally be the first installment plus the administration fee.
3. You must have a Dutch bank account (not a savings account) into which funds (e.g. your student grant) are deposited, or which contains sufficient funds to cover the installment on or around the due date. If this is not the case, the account holder will be liable for any legal or other costs associated with collection of the amount owing.
4. If you do not fulfill your financial obligations the university can terminate your enrollment.
5. An administration fee of € 24 is payable on standing orders for payment in five installments. This will be debited from your account together with the first installment. If you join the installment scheme after the first installment is paid you will have to pay the administration fee before your enrollment can be finalized.
6. You cannot close the bank account until the final installment has been paid and any deficit on the account has been settled, and you cannot cancel the authorization.
7. Completed transfers cannot be cancelled by the student or the account holder.
8. You can change the bank account number relating to the authorization up to two weeks before the activation date.

9. If the account holder does not agree with any transfer of funds from his or her account carried out under the authorization, he or she should contact the STU immediately.
10. The installments will be debited on the following dates:
 - 1st installment: 5 September 2011
 - 2nd installment: 14 November 2011
 - 3rd installment: 9 January 2012
 - 4th installment: 12 March 2012
 - 5th installment: 7 May 2012

The one-off direct debit will be debited from your account on or around 5 September 2011.



5. Information on initial enrollment at the TU/e

The TU/e Executive Board is, in principal, responsible for admitting students to programs at the university, but has delegated this to the Education and Student Service Center (STU). The STU therefore determines whether your previous education is sufficient in general terms to be admitted to the Bachelor's or Master's program. It is then up to the department to decide whether you can be admitted to a particular program.

Admission to the Bachelor's program

HBO prior education

If you have a propaedeutic or Bachelor's certificate from a Dutch institute of higher professional education (HBO), you can be admitted to the Bachelor's program, as long as you meet the subject package requirements for VWO (pre-university education). Students with certain HBO propaedeutic certificates can also be admitted to the TU/e Bachelor's program. Mostly you can assume that a HBO propaedeutic diploma will give you admission to a Bachelor's program of the same name. You can find more information about this on the STU website under 'Admission'. If you are not sure whether your HBO prior education will allow you to be admitted to a certain Bachelor's program at the TU/e, please contact the STU.

You cannot automatically enroll in a Master's program at the TU/e if you have completed a HBO Bachelor's program. You must first follow a transition program. To be able to take a transition program you have to register, through Studielink, for the TU/e Master's program you wish to take. The TU/e will then enroll you in the Bachelor's program that automatically gives you admission to the Master's program on successful completion of the transition program. Your HBO Bachelor's program must therefore give you access to the Bachelor's program at the TU/e. That is decisive in deciding whether your prior education is sufficient for you to take a transition program. See chapter 2 for more information on transition programs and the Bachelor's programs with which they are associated.

Other information

If you have a different certificate than those referred to above (for example an international baccalaureate), contact STU.

Lastly you may be eligible to take an entrance examination to determine whether you are suitable to take the program concerned. You can take an entrance examination only in the following cases:

- if you are 21 or older and do not have one of the certificates referred to above; or
- if you have a foreign certificate that provides access to higher education in your own country.

Admission to the Master's program

For students with a prior education at a Dutch university

Admission to a Master's program is in principle only possible if you have passed the final examination of the corresponding university Bachelor's program (see chapter 5). If you are taking a TU/e Bachelor's program, you can start the enrollment process for the corresponding Master's program as long as you have already obtained at least 160 credits. You can find the exact conditions relating to this in the Education and Examination Regulations of the Master's program. TU/e students who have obtained 160 credits in their Bachelor's program receive an e-mail message saying that they can register for a Master's program. They can indicate their choice of program on a pop-up menu when they log in Online All-round Study Environment (OASE) (<http://education.tue.nl/>)

If you are studying for a Dutch technical Bachelor's program elsewhere than at the TU/e, or a Dutch non-technical Bachelor's program, you can access the options for continuing on to a Master's program at the TU/e by clicking on 'Admission' on the STU website. For more information contact STU.

For students with prior education at a Dutch institute of higher professional education (HBO)

If you have completed a HBO Bachelor's program, you cannot automatically enroll in a Master's program at the TU/e. You first have to take part in a transition program. To do that, you are enrolled in the preparatory Bachelor's program. Before you register in Studielink, you have to select the Master's program you wish to take. Once you have completed the transition program you can enroll as a student on the Master's program. When the department administration has

registered your completion of the transition program, you will receive an e-mail message saying that you can register for a Master's program. You can indicate your choice of program and a possible specialization on a pop-up menu when you log in to OASE .

If you have not completed the transition program, under certain circumstances and with the permission of the Examinations Committee, you can enroll as a contract transition student. This means that you have not yet formally been admitted to the Master's program, but that you can already take a number of specific subjects. When you have successfully completed the rest of the subjects in the transition program, you will receive an e-mail message saying that they can register as a student in a Master's program. You can indicate your choice of program on a pop-up menu when you log in to OASE . Not all departments offer transition study programs in English. Please contact STU for more information.

If you take the TU/e minor for HBO-transition and you pass this program, it is possible that you may gain direct admission to a TU/e Master's program or may be required to follow a reduced pre-Master's program before entering the TU/e Master. More information on this is available on our website, or contact STU.

Foreign certificates/diploma's

If your previous education was conducted outside the Netherlands, you must first apply for admission to a TU/e Master's program. Generally, to enter the admission procedure you must be able to submit proof that you have followed/are following an academic degree that is at least equal to a TU/e Bachelor's program. You will also have to prove that you have sufficient command of the language in which the program is conducted. The central and departmental admission committees assess whether your prior education meets the requirements. Students who are not directly admissible to a TU/e Master's program may, in some cases, be admitted to a pre-master's program.

Students must submit a complete application package of documents before their application can be considered. Full information on the admission procedure is available on www.tue.nl/masterprograms

If you are admitted to a TU/e Master's program you may enroll at the TU/e. Students from abroad must be able to prove on enrollment that they are in the Netherlands legally. To do this you have to submit a copy of your resident's permit (or application for one) or, if you come from the European Economic Area, of your passport.

The BSc-before-MSc rule, as of 1 September 2012

The enrollment policy for Master's degree programs will change on 1 September 2012. That is the date on which the 'BSc-before-MSc' rule will come into force. The rule means that you must have completed your whole Bachelor's degree (or the whole pre-Master's program before you can begin the Master's degree program of your choice. For more information, please see http://w3.tue.nl/en/services/stu/onderwijs/the_harde_knip_bachelors_before_masters_rule/.

Information on the enrollment form

Students whose previous education was not at a Dutch institute of higher education and who were admitted to a Master's program through the International Relations Office will complete their enrollment during the TU/e Introduction Program. The information below is therefore not necessarily relevant to these students.

The enrollment form shows any information that the student has filled in on Studielink. These details can be changed or added to using Studielink (www.studielink.nl). Any changes that you make on Studielink will be communicated directly to the TU/e's Education Information System (OWIS). The enrollment form also asks you for other information than what you filled in on Studielink. You are therefore required to fill in all the fields underlined in blue.

Students who have not used Studielink to register for enrollment should fill in the whole of the enrollment form.

You can only be enrolled once your enrollment form has been received, fully filled in and together with all the required documents, and your tuition fee has been received (if you are paying by direct debit, authorization of the direct debit is equal to payment of the fee). If you are not certain that the enrollment form has been received or if the enrollment has been processed, please contact the STU service desk.

Header

Your family name and initials are printed as you have entered them in Studielink. The TU/e will use the address in the header as your postal address.

Personal details

The personal details are those known to the TU/e from Studielink at the moment the form is sent.

Second address

The second address is an alternative address to the postal address at which you can be reached. This could be, for example, your parents' address, but you can also fill in the postal address again. Please make sure that the address records are always up to date. After you have been enrolled, you can change your address yourself via the TU/e digital learning and working environment. TU/e information will in principle always be sent to the postal address.

Emergency contact

This is the person that we should contact for you in case of an emergency.

Enrollment data

See chapter 3 of this booklet for more information on the various types of enrollment. The details are those known to the TU/e from Studielink at the moment the form is submitted. Under M/S you should indicate whether you want a main enrollment or a secondary enrollment. Your main enrollment is in principle the one for which you pay the tuition fee. You can only have one main enrollment at the TU/e. For students with a HBO prior education, 'study program' will indicate which transition program they are going to take (see chapter 2).

Dutch HBO or Dutch or foreign university prior education

If you have a HBO certificate or diploma from a foreign university, the data given on the enrollment form are those known to the TU/e at the moment the form is submitted. Do not forget to send a certified copy of your certificate and grade list. Your details cannot be processed until you have submitted certified copies of your certificates.

Notebook and introduction week

Indicate whether you want to take part in the subsidized notebook scheme (for more details see the envelope with notebook information contained in the enrollment documentation package). If you are taking part in the Introduction week you must indicate which program you are taking. You can register for the Introduction week in this way up to 31 July 2011. After that you must contact STU (tel +31 (0)40 247 4747).

Master's students who applied for admission via the International Relations Office are offered a Master's Introduction Program, which includes the Introduction week.

Functional impairment

Indicate here if you have a functional impairment for which you require special facilities. You can also indicate if you would like and to talk to a student dean about the options (for more information, see the booklet on functional impairment).

Payment of tuition or examination fees

Students who have used Studielink, your choice is indicated here. If you have chosen to transfer the fee, the **full amount** must be received before the enrollment can be completed. You will not be sent an electronic payment form. If you have chosen for a digital authorization of debit you will need to fill in and confirm the authorization in Studielink. You should comply with the conditions on our website and in chapter 4 of this booklet, including the one that states that an account may not be closed during the academic year.

Other students should fill in their preferred payment option.

Documents to be enclosed

Here the documents are listed that you must submit together with your enrollment form. Do not forget to send the documents or your enrollment cannot be processed.

Intellectual property rights

On signing the enrollment form you also agree to concede all intellectual property rights to the TU/e concerning your work, models, drawings or inventions created in the context of your studies (and/or whilst working on projects carried out by the TU/e or third parties) during your enrollment at the TU/e (or otherwise working for or with the TU/e). If the TU/e determines at a later date that certain (formal) procedures must be instigated in order to ensure that the TU/e is or remains the rightful claimant, then the TU/e may ask you to cooperate. In such cases you are obliged to cooperate unconditionally. Should there be costs involved for third parties (including by official bodies) these costs will be met by the TU/e. During an internship, graduation and involvement with companies during your studies, additional declarations regarding intellectual property rights will be agreed. Any additional agreements take precedence over the general TU/e agreement on intellectual property rights.

6. Information on re-enrollment

Students who were enrolled at TU/e during academic year 2010-2011 will receive a letter and e-mail asking them to enroll for the 2011-2012 academic year through Studielink (www.studielink.nl).

You will receive instructions from the Education and Student Service Center explaining exactly how to do this using Studielink. Please wait for the instructions from the Education and Student Service Center before you re-enroll.

Admission to the Master's program

Students studying on a TU/e Bachelor's program continue to study on the program until they have passed the final examination. Once you have completed a TU/e Bachelor's program, you are automatically eligible for the corresponding TU/e Master's program. To be admitted to the Master's program you must submit an application for enrollment. You will receive an e-mail which indicates that you can enroll as a student for a Master's program once your exam results have been registered. You can indicate your choice of Master's program and a possible specialization on a pop-up menu when you log in to the Online All-round Study Environment (OASE).

If you fulfill the conditions specified in the Education and Examination Regulations and have at least 160 credits for the preparatory Bachelor's program you can enroll as a student in the corresponding Master's program. You will then be sent an e-mail informing you that you are eligible to enroll for a Master's program. You can indicate your choice of Master's program and a possible specialization by logging on to the Online All-round Study Environment (OASE). The departmental student administration will assess your request. If you are not permitted to enroll as a student in the Master's program of your choice, you will be informed by e-mail. If your request is approved, STU will be notified and your enrollment will be finalized.

Once you have completed a TU/e transition/pre-Master's program you can enroll in the Master's program. When the department administration has registered your completion of the transition program, you will receive an e-mail message saying that you can register for a Master's program. You can indicate your choice of program and any specialization by logging on to the Online All-round Study Environment (OASE).

If you have not completed the transition program, you may enroll as a contract transition student under certain circumstances and with the permission of the Examinations Committee. This means that you will not formally be admitted to the Master's program, but that you can already take a number of specific subjects. When you have successfully completed the rest of the subjects in the transition program, you will receive an e-mail message saying that you can register for a Master's program. You can indicate your choice of program by logging on to the Online All-round Study Environment (OASE).

If, after you have passed your final examination, you wish to continue to study in a different Master's program than the one corresponding to your Bachelor's program, you may first need to eliminate a number of 'deficiencies'. For more information, see the STU website, under enrollment for Master's programs.

The BSc-before-MSc rule, as of 1 September 2012

The enrollment policy for Master's degree programs will change on 1 September 2012. That is the date on which the 'BSc-before-MSc' rule will come into force. The rule means that you must have completed your whole Bachelor's degree (or the whole pre-Master's program before you can begin the Master's degree program of your choice. For more information, please see http://w3.tue.nl/en/services/stu/onderwijs/the_harde_knip_bachelors_before_masters_rule/.

Transferring to another program

Students can in principle transfer to another Bachelor's or Master's program. To do this they need the permission of the examinations committee because the programs may be structured differently and you will need formal proof of admission. You can apply for this through the Department (Faculty) examinations committee.

7. Termination of enrollment

Withdrawing your enrollment request

As long as your request for enrollment has not been finalized and you are therefore not yet registered in Studielink as 'enrolled', you can withdraw your request. You will find this option in Studielink under 'My enrollments'. If you withdraw your enrollment request, it will be deleted from our system.

Canceling your enrollment

Once you have submitted your enrollment application for the academic year 2011-2012 and it has been processed (you are then registered as 'enrolled' in Studielink), you can only cancel it, and be reimbursed for the tuition fees already paid, before 1 September 2011. To cancel your enrollment you must submit a request to STU through Studielink using 'My enrollments'. You cannot cancel your enrollment after 1 September. You can only submit a request to terminate your enrollment according to the rules applicable to such cases.

Requesting termination of enrollment

Students enroll for a complete academic year. You may terminate your enrollment using the Termination of Enrollment form which is available at the STU service desk. Please note:

1. Termination of enrollment can **never** be backdated, so submit the form for termination of enrollment as quickly as possible
2. Enrollment is always terminated in the month following your request for termination. For example if you submit a request for termination on 19 January your enrollment will actually be terminated in February and you are officially no longer enrolled at TU/e from the month of February onwards.
3. It is NOT possible to terminate your enrollment using Studielink. You may only use the Termination of Enrollment form available from the STU service desk.

Reimbursement of tuition fee

The remainder of the tuition fee will be reimbursed to the bank account mentioned on the Termination of Enrollment form. Obviously we will take into consideration whether the tuition fee has been paid in full or whether you are paying in installments.

You are entitled to the return of one twelfth of the tuition fee for each month still left in the academic year after the termination of your enrollment.

For example: You wish to terminate your enrollment 1 December. This means that you have to submit Termination of Enrollment form in November. STU terminates your enrollment as of 1 December and reimburses 9/12 of the tuition fee (providing of course that the tuition fee had been paid in full and not in installments.)

Should you terminate your enrollment from 1 July or 1 August you are not able to claim reimbursement for these months.

Study grant

If you receive a study grant (*studiefinanciering*) from the Dutch *Dienst Uitvoering Onderwijs* (DUO/IB-Groep) you must notify them yourself if you terminate your enrollment. Do not forget to hand in your student travel card in good time.

The TU/e is obliged to notify the DUO of examination dates and the dates on which enrollments start and end.



8. General information on notebooks

Notebook scheme for students

These days, it's impossible to imagine education without computers. At TU/e too, you really can't do without one. That's why TU/e offers you the opportunity to buy a subsidized notebook at a very attractive price.

The TU/e notebook scheme (also known as the Notebook regulation) is open to all students who are enrolled in a full-time or part-time study program and who pay tuition fees at TU/e, when they enroll at TU/e for the first time. In order to be eligible for the scheme, your enrollment at TU/e must be your principal enrollment. This means that secondary enrollees or external students are not entitled to participate in the scheme. Students who are not eligible for a notebook but think that they need a notebook to participate in educational activities at TU/e may send a written request to the director of the Education and Student Service Center, Dr K.S. Ali. She will then decide whether the student is eligible for a subsidized notebook. If you are eligible for a notebook and you would like to participate in the TU/e notebook scheme, you will be asked to sign a participation agreement concerning the allocation of your notebook. This agreement will include all the rights and responsibilities concerning the notebook scheme. It also confirms that as a student you have paid TU/e a certain amount for the notebook, and there is a record of the amount that you owe which you will be required to sign. For example, if the price of the notebook is € 1650, you will pay € 850 of that and you will sign for a debt of € 800 which will be subsidized by TU/e. The amount to be paid by the student can – under certain conditions which are set by the bank – be paid with an interest-free loan from Rabobank in Eindhoven. The amount owed by the student is reduced every year by the amount stated in the Participation Agreement. The remainder is waived if you successfully complete your study program or if you remain a student at TU/e for three years in succession with your principal enrollment at TU/e.

If you already have a notebook and you do not wish to participate in the TU/e notebook scheme, you should note that you will need to purchase certain software yourself, for which TU/e has no license agreements. You can do this at discounted prices via surfspot.nl. If you would like to use your own notebook,

please send a mail to the Notebook Service Center for one-off access to the TU/e network. You can then check whether you can install the right TU/e software or whether you need to buy this yourself at surfspot.nl. For the duration of your first year, you can buy another TU/e notebook, but this is no longer possible in the subsequent years of your study program.

The Notebook Service Center can also help you with practical and technical questions concerning your TU/e notebook. You can read more about the notebook scheme in the notebook envelope which is part of the enrollment package sent to all first-year students. If you would like to know more about the notebook scheme, you can also refer to the website: <http://www.tue.nl/en/education/studying-at-tue/on-campus-facilities/notebook/>

Students may buy a second notebook using the notebook scheme. In order to be eligible for this, it must be at least three years since they last participated in the scheme. The student's principal enrollment should be at TU/e and he/she should have been studying at TU/e for at least three successive years. If the student wishes to participate in the scheme for a second time, he/she will not be eligible for the subsidy, but will be entitled to the support and TU/e software for the second notebook during the guarantee period. This means that he/she forfeits the right to support for any notebook that he/she bought earlier. The notebook is delivered without accessories.

What happens to the notebook at the end of enrollment?

The entitlement to a notebook is dependent on being enrolled at TU/e. If you decide that you wish to discontinue your studies at TU/e, or not to renew your enrollment again, you have two options:

- keep the notebook
- sell the notebook back to TU/e.

If you decide to keep the notebook, you need to have all the installed TU/e software deleted at the Notebook Service Center (NSC, De Hal o.o6) **before** the sixth working day of the new month following the end of your enrollment (or, if you decide not to renew your enrollment, before the sixth working day of September). After the TU/e software has been removed, you will receive an invoice from TU/e for the amount that you still owe for the notebook. If you have taken out a loan from the Rabobank to pay for your notebook, you will also receive a letter from the Rabobank explaining how you should pay off the remainder of the loan.

When you return the notebook to the Notebook Service Center **before** the sixth working day of the new month following the end of your enrollment, you need to ensure that it is in good condition and that all the original accessories are

returned along with it. The TU/e will buy back the notebook and waive the amount still owed on it at that point in time, minus the cost of any repairs or lost accessories. If you have taken out a loan from the Rabobank to pay for your notebook, the outstanding amount of your loan will be deducted from the sum that you receive for the notebook. Any excess amount that has been paid will be calculated using the current rate of interest.

To ensure that this point is absolutely clear, we would like to reiterate that you need to remove the software installed on the notebook **before** the sixth working day of the new month following the end of your enrollment. Failure to ensure that this is done on time involves considerable additional expense; if you are late returning the notebook it will therefore be necessary to charge you an administration fee of € 50 per month (or part of a month). Please note that if repairs need to be carried out to the notebook, this does not mean that you have returned your notebook for official purposes. Only when the notebook has been repaired and once you have accepted any costs involved is the notebook officially considered to have been returned. The date on which this occurs is then recorded as the official return date for financial purposes.

Students who do not extend their enrollment for the new academic year should inform the Notebook Service Center in **July** or **August** of their decision about whether to keep the notebook or to sell it back.

Graduating students do not have the option of selling their notebook back to TU/e. Graduates can keep the notebook and any amount still owed will be waived after graduation. However, graduates are required to have software removed at the Notebook Service Center **before** the sixth working day of the new month following the end of enrollment. Failure to ensure that this is done on time involves considerable additional expense; if you are late, it will therefore be necessary to charge an administration fee of € 50 per month (or part of a month).

RSI

Repetitive Strain Injury (RSI) is becoming increasingly widespread, and can often be caused by working too long at the computer. With your TU/e notebook you receive information about RSI and how to prevent it.

Programs offered by TU/e

Type of program	Cri-HO	Code	Name	Last intake	End of program	FY*	RS*
Bachelor's	56951	BBK	B Architecture, Building and Planning			X	X
Bachelor's	56226	BBT	B Biomedical Engineering			X	X
Bachelor's	56953	BEI	B Electrical Engineering			X	X
Bachelor's	56953	BAU	B Automotive			X	X
Bachelor's	50441	BID	B Industrial Design			X	X
Bachelor's	56960	BST	B Chemical Engineering			X	X
Bachelor's	56994	BTB	B Industrial Engineering and Management Science			X	X
Bachelor's	56994	BTBG	B Industrial Eng. and Manag. Science for Health Care			X	X
Bachelor's	56964	INFW	B Computer Science and Engineering - Web science			X	X
Bachelor's	56964	INFS	B Computer Science and Engineering - Software science			X	X
Bachelor's	56265	TIW	B Innovation Sciences			X	X
Bachelor's	56962	BTN	B Applied Physics			X	X
Bachelor's	56965	BTW	B Industrial and Applied Mathematics			X	X
Bachelor's	56966	BW	B Mechanical Engineering			X	X
Master's	60436	AP	M Applied Physics			X	X
Master's	60428	AT	M Automotive Technology			X	X
Master's	66226	BME	M Biomedical Engineering			X	X
Master's	60434	ABP	M Architecture, Building and Planning			X	X
Master's	69301	BS	M Building Services			X	X

Type of program	Cri-HO	Code	Name	Last intake	End of program	FY*	RS*
Master's	60432	BIS	M Business Information Systems			X	X
Master's	60437	MCE	M Chemical Engineering			X	X
Master's	60337	CME	M Construction Management and Engineering			X	X
Master's	60438	CSE	M Computer Science and Engineering			X	X
Master's	60435	MEI	M Electrical Engineering			X	X
Master's	60331	ES	M Embedded Systems			X	X
Master's	60431	HTI	M Human Technology Interaction			X	X
Master's	60347	IAM	M Industrial and Applied Mathematics			X	X
Master's	60441	IDM	M Industrial Design			X	X
Master's	60430	IM	M Innovation Management			X	X
Master's	66265	IS	M Innovation Sciences			X	X
Master's	60439	MW	M Mechanical Engineering			X	X
Master's	60344	ME	M Medical Engineering			X	X
Master's	66430	OM	M Operations Management and Logistics			X	X
Master's	60443	SET	M Sustainable Energy Technology			X	X
Master's	68404	SEC	M Science Education and Communication			X	X
Master's	60359	SC	M Systems and Control			X	X

* FY = first year; RS = returning student; if you change from one program to another within the TU/e, you are considered a first-year for the new program.