

REGULATIONS FOR ADMISSION TO MASTERS PROGRAMS AT THE TECHNISCHE UNIVERSITEIT EINDHOVEN

The Executive Board of the Technische Universiteit Eindhoven (TU/e)

Considering section 7.31 and section 9.2, subsection 2, of the Higher Education and Research Act

Hereby decide to adopt

The following Regulations for Admission to Masters Programs at the TU/e:

Chapter 1 General provisions

Article 1.1 Definitions

The following definitions will be used in these regulations:

- Act: the Higher Education and Research Act;
- applicant: a person submitting a request to be admitted to a Masters program;
- proof of admission: a proof of admission as referred to in article 1.4;
- STU: the TU/e Education and Student Service Centre.

Article 1.2 Criteria for admission to a Masters program

Without prejudice to the provisions specified by or by virtue of the Act regarding enrollment in Masters programs, enrollment in this Masters program is open only to students who have direct access to enrollment in this Masters program in accordance with article 1.3 or are admitted to this program in accordance with article 1.4.

Article 1.3 Direct access to the Masters program

1. Students have direct access to a Masters program who have successfully completed the final examination of a Bachelors program or, if applicable, the final examination of a Bachelors program related to a specific major field, in as far as the Education and Examination Regulations state that this Masters program corresponds to this Bachelors program or this major field.
2. The final examination referred to in paragraph 1 must have been successfully completed no later than the last day before the start of the Masters program.
3. If the Masters program is provided jointly with one or more other universities, the Executive Board can specify other times by which the Bachelors examination must have been successfully completed.

Article 1.4. Admission to the Masters program

Any student in possession of proof of admission to this Masters program, as referred to in chapter 2 of these regulations can be admitted to the program.

Chapter 2. Procedure for admission to the Masters program

Article 2.1. Admission application

1. Students wishing to be admitted to a Masters program must submit an application to that effect.
2. The admission application must be submitted to the STU, on a form provided by the STU. The application must be accompanied by documents which can be reasonably considered necessary to assess whether the applicant can be admitted to the Masters program of his or her choice.
3. The application must be submitted at least eight weeks before the start of the Master program concerned, unless the Executive Board has decided otherwise.
4. The decision on the admission application is taken by the Departmental Board.
5. Contrary to the provisions of the previous paragraph, the Departmental Board can decide, at its own discretion, to delegate authority to take the decision on the admission application to the STU, subject to the provisions of article 2.4, paragraph 2a.

Article 2.2. Admissions Committee

1. The Departmental Board will establish an Admissions Committee for each Master program or group of Masters programs.
2. The composition of the Admissions Committee is specified in more detail in the departmental regulations of the department concerned or the department with decision-making authority.

Article 2.3. Tasks of the Admission Committee

1. The task of the Admissions Committee is to assess which applicants can be admitted to this Masters program, by applying the admission requirements stated in the Education and Examination Regulations of the Masters program concerned and, if necessary, taking account of the number of students determined by the Executive Board under section 7.30a, subsection 3b, of the Act. In the event that applicants are equally qualified to be admitted to the course, those who have successfully completed a Bachelors examination at the TU/e have priority. The committee submits its assessment to the Departmental Board in the form of a recommendation.

2. The Admissions Committee is supported in performing its task by a Central Admissions Committee, which is responsible for contact with the applicant, the completeness of the applicant's file and establishing the educational qualifications of the applicant.
3. It should be established that the applicant meets the admission requirements specified in paragraph 1 by the last day before the start of the Masters program.
4. The Admissions Committee draws up an annual report of its activities, including an overview of its recommendations in that academic year.

Article 2.4. Proof of admission/contact with the applicant

1. Every student who is admitted to a Masters program by or on behalf of the Departmental Board will be issued with a proof of admission by the STU. The proof of admission will in any case specify the Masters program and, if applicable, the type or types of course to which the applicant has been admitted, together with the periods within which he or she must have enrolled for the Masters program.
2. A proof of admission will in any case be issued to:
 - a. an applicant who is enrolled in the preparatory Bachelors program, but who has not yet been awarded a certificate that he or she has successfully completed the final examination, on the following conditions:
 - i. the student has a shortfall of no more than 20 credits and otherwise complies with the criteria specified in the OER for the Masters program concerned, and
 - ii. the student cannot take the second-year interim examinations and the final examination for this Masters program until he or she has been awarded a certificate that he or she has successfully completed the final examination of the Bachelors program.
 - b. an applicant who does not have a certificate for the final examination of the preparatory Bachelors program but who, in the opinion of the Admissions Committee, possesses the knowledge, insight and skills that have to be acquired on completion of the preparatory Bachelors program, as specified in the OER of the Masters program concerned. The Departmental Board can decide that conditions should be attached to issue of the proof of admission.
3. Applicants whose admission application is rejected by or on behalf of the Departmental Board, will receive notification from the STU.
4. If the Departmental Board decides that the admission application should be rejected, or that proof of admission should be issued conditionally, reasons must be given for the decision.

Article 2.5. Appeal to the Examination Appeals Board

An applicant can lodge an appeal to the Examination Appeals Board against a decision taken by the Departmental Board or by the STU on behalf of the Departmental Board, regarding the approval or rejection of an admission application within four weeks of being informed of the decision.

Chapter 3. Final provisions

Article 3.1 Official title

These regulations will be referred to as: the Regulations for Admission to Masters Programs at the TU/e.

Article 3.2. Date of commencement

These regulations replace the Admission Regulations for Masters Programs of 21 April 2005 and come into force on June 1st, 2006.

These regulations were approved by the Executive Board decision of June 8th, 2006.

Explanatory notes to the Regulations for Admission to Masters Programs at the TU/e

General

In pursuance of section 7.31, subsection 21, of the Higher Education and Research Act (WHW), the Executive Board must draw up procedural rules for admission to Masters programs. In accordance with subsection 1 of that section, the Executive Board must make the procedures known in good time on the basis of which proofs of admission are issued in the event that the number of applications for admission to a Masters program exceeds the maximum number of students that can be enrolled in the program. These regulations implement both subsections of this section of the Act.

Article 1.2

According to the WHW, a number of criteria have to be met for enrollment in a university program. These criteria are administrative, financial and educational. The Executive Board can only enroll a student if all of these criteria have been met.

This also applies to enrollment in a Masters program. The ‘educational’ criterion in this case is that anyone wishing to be enrolled in a Masters program must either have successfully completed the final examination of a Bachelors program that allows direct access to the Masters program concerned, or be in possession of a proof of admission showing that he or she has been admitted to the Masters program by or on behalf of the Departmental Board concerned.

Article 1.3

Whether successful completion of the final examination of a Bachelors program allows direct access to a Masters program – and the Masters program concerned is therefore a ‘corresponding’ Masters program – depends on whether the Masters program is specified in the Education and Examination Regulations (OER) of the Bachelors program as a Masters program linked to the Bachelors program. Only students who have successfully completed the final examination of this Bachelors program at the TU/e have direct access to the corresponding Masters program concerned.

There is a possible exception to this rule: Bachelors from other institutes of higher education can also have direct access to a Masters program at the TU/e if the Executive Board has reached agreement to this effect with the Executive Board of the other institute. This can be the case for Bachelor certificates awarded by both universities and institutes of higher professional education.

A further refinement of these rules is possible in that the OER of the Bachelors program can specify that a certain Masters program does not correspond to the Bachelors program as such, but only to specific major field of the Bachelors program. In that case, students who have successfully completed the final examination of the Bachelors program in question only have

direct access to the Masters program if the examination included one or more of the required major fields.

The various Bachelors programs can therefore structure their programs such that certain tracks or major fields allow direct access to a specific Masters program, while the Bachelors certificate as a whole does not.

It is important that students have completed the Bachelors program as a whole before starting on the Masters program. The Bachelors and the Masters are two completely separate programs, in which the former precedes the latter. It is therefore essential to complete the Bachelors program to be able to take the Masters program with any degree of success.

The condition that students are only admitted to the Masters program if they have successfully completed the final examination at Bachelors level applies to both the TU/e's own students and those coming from other institutes. In addition, it should be expected that the Masters program is of such intensity that students will have little opportunity to make up any shortfalls. It is therefore also in the student's interest that all components of the Bachelors program have been completed before starting on the Masters program.

The Bachelors examination must have been successfully completed no later than the last day before the start of the Masters program. The wording of paragraph 2 takes account of the fact that some Masters programs may have several starting dates.

The fact that a Bachelors certificate has not yet actually been presented does not preclude a student from enrolling in the Masters program.

If a Masters program is given jointly with one or more other universities, the Executive Board can specify other dates by which the final Bachelors examination has to be successfully completed.

Article 1.4

Students who do not have direct access to a Masters program can only be enrolled in that program by the Executive Board if they have been admitted to the program and have a proof of admission. The admission procedure is specified in articles 2.1 to 2.7.

Article 2.1

The Executive Board is responsible for enrollment and the Departmental Board for admission. The admission application must therefore be addressed to the Departmental Board concerned. It must also be submitted to the STU, which serves as a window for students and prospective students. The application must be submitted on a form provided by the STU. It must be accompanied by documents which can be reasonably considered necessary to assess whether the applicant can be admitted to the Masters program of his or her choice. The form is drawn up in such a way that it can be made available digitally by the STU at some time in the future.

As a rule, the application must be submitted at least eight weeks before the start of the Masters program concerned, unless the Executive Board decides otherwise. That will certainly be the case for foreign students, since they often need to obtain an authorization for temporary stay (MVV) and find accommodation.

The decision to admit an applicant to the Masters program is taken by or on behalf of the Departmental Board. In certain cases, the department can delegate authority for issuing proofs of admission to the STU.

The last paragraph allows for the possibility that the Departmental Board, contrary to the provisions of paragraph 4, can delegate authority for taking decisions regarding admission to the STU in cases specified by the Board. This is not possible in cases referred to in paragraph 2a of article 2.4.

Article 2.2

In pursuance of this article, the Departmental Board must establish an Admissions Committee for each program or group of programs. The composition of the Committee is specified in the departmental regulations. If a Masters program is given by several departments, the composition of the Admissions Committee is specified in the regulations of the department with decision-making authority.

The composition of the Examinations Committee and the Admissions Committee should take account of the different tasks and competences of the committees. A short summary of these tasks and competences is given below.

Examinations Committee

Organization and coordination of interim and final examinations
Appointment of examiners for interim examinations
Drafting rules for interim examinations

Admissions Committee

Assessment of applications for admission to Masters program
Giving advice regarding decision to grant admission

Article 2.3

The Admissions Committee is responsible for implementing the admission requirements as specified in the Education and Examination Regulations (OER) for the Masters program concerned and, if applicable, taking account of the maximum available capacity as determined by the Executive Board on the basis of section 7.30a, subsection 3b, of the WHW, to determine which applicants may be admitted to the Masters program. If there are more applicants than can be enrolled because of the maximum available capacity, the Admissions Committee will have to determine, on the basis of the admission requirements specified in the OER, which applicants, given their knowledge, insight and skills, are most suited to the Masters program. In the event that applicants are equally qualified to be admitted to the

course, those who have successfully completed a final Bachelors examination at the TU/e have priority. The committee submits its assessment to the Departmental Board in the form of a recommendation.

The Admissions Committee is supported in performing its task by a Central Admissions Committee, which is responsible for contact with the applicant, the completeness of the applicant's file and establishing the educational qualifications of the applicant.

The Admission Committee must establish that the applicant meets the admission requirements no later than the last day before the start of the Masters program.

The Admissions Committee and the Central Admissions Committee must draw up an annual report to the Departmental Board and the Executive Board respectively, including an overview of the number and nature of the recommendations in that academic year.

Article 2.4

The STU is responsible for contact between the university and anyone who has submitted an admission application. If the Departmental Board or, on behalf of the Board, the STU approves the application, the STU issues a proof of admission. The proof of admission will in any case specify the Masters program and, if applicable, the type or types of course to which the applicant has been admitted, together with the periods within which he or she must have enrolled for the Masters program. If, after the stated period, the student has not enrolled in the program, the proof of admission is no longer valid.

The second paragraph of this article describes the circumstances in which students who do not have access to the Masters program on the basis of their study results are still eligible for admission.

These are students who have enrolled in the preparatory Bachelors program and who have at least 160 credits for that program. They must also meet all the criteria as specified in the Education and Examination Regulations for the Masters program. These students cannot however take their second-year interim examinations or the final examination for the Masters program until they have successfully completed the final examination for the preparatory Bachelors program.

In addition this applies to students who are not from the preparatory Bachelors program but who, in the opinion of the Admissions Committee, possess knowledge, insight and skills equal to that acquired on completion of the final examination of the preparatory Bachelors program. They may have acquired such knowledge, insight and skills at their own institutes or at other institutes in their own countries or elsewhere. The final sentence of point b. of paragraph 2 gives the Departmental Board the option of attaching other restrictions or conditions to the admission, for example the resolute condition that the person concerned does not fulfill the admission requirements within a certain period.

The STU will inform applicants whether their application has been approved or rejected by or on behalf of the Departmental Board.

If the admission application is rejected or proof of admission is issued conditionally, reasons must be given for the decision taken by or on behalf of the Departmental Board. This is important in respect of the option to submit an administrative appeal to the university's Examination Appeals Committee.

Article 2.5

This article specifies that applicants whose application is rejected or approved conditionally by or on behalf of the Departmental Board can lodge an appeal to the university's Examination Appeals Committee. The applicant must lodge the appeal within four weeks of being informed of the decision.