

Summary of the institutional part of the TU/e Student Statute 2022-2023

Pursuant to the Higher Education and Scientific Research Act (WHW) the TU/e has a Student Statute, which describes your rights and obligations as well as those of the TU/e. The Student Statute consists of two parts: an institutional part that applies to the entire TU/e and a program part that differs per program. The program part of your program corresponds to the education guide (digital).

The Student Statute describes the rights and obligations of students. These rights and obligations result from legal regulations (in particular the WHW) and from regulations established by the TU/e Executive Board. The TU/e finds it important that you are aware of the student statute. That is why the TU/e will send you a link to the digital student statute every academic year when you confirm your enrollment. If there are changes during the course of the academic year, the TU/e will announce these changes via the [education guide](#).

Good to know: changes in the regulations as a result of the measures against the coronavirus are not included in the Student Statute. You can find these adjusted regulations under the heading 'addenda' in the [education guide](#).

Below you can read the summary of the institutional part of the Student Statute 2022-2023. In this summary the TU/e has summarized and explained the most important provisions for you, so that you know what the TU/e and the student can expect of each other. The complete Student Statute can be found [here](#).

The Student Statute applies to all students of the TU/e.

Training and admission requirements

At the TU/e you can follow the following types of courses:

1. [Bachelor's programs](#)

To be able to enroll in one of our bachelor's programs, you must meet prior education requirements. These requirements can be found in [sections 2.3 to 2.4 of the Student Statute](#).

If you want to transfer to another bachelor's program within the TU/e, please note that some programs have a *numerus fixus* (intake restriction). More information about the programs that are subject to a *numerus fixus* and the selection procedure can be found [here](#).

All bachelor's programs last three years. A complete overview of all our bachelor's programs can be found [here](#).

2. [Master's programs](#)

Before you can apply for a master's program, you must in principle have obtained a Dutch bachelor's degree and meet any admission requirements as formulated in the OER of the master's program of your choice.

You can also enroll in a master's program if you have a proof of admission. This is necessary, for example, if you have not completed a preparatory bachelor's program, but you do have the knowledge, skills and insights of such a bachelor's program and you meet

any further admission requirements. More information about admission to the master's programs can be found [here](#).

If you have a higher professional education degree or a bachelor's degree from another university, you may first need to complete a pre-master's program of up to 30 credits to be admitted to the master's program of your choice. The pre-master's programs start on September 1 and sometimes on February 1 of each academic year. You have to apply for them through *Studielink* before May 1 and before November 1 at the latest. You do not pay tuition fees, but a fee per credit per year.

All master's programs last two years. A complete overview of all master's programs can be found [here](#).

3. Graduate Programs

Graduate Programs contain one or more master programs (with possibly a number of specialized master tracks) in a certain domain, with a technological design program (PDEng) and/or PhD (PhD) within that same domain.

More information about the Graduate Programs can be found [here](#).

4. Honors Academy

The TU/e Honors Academy is for bachelor's and master's students who are looking for an extra challenge in addition to their regular degree program.

More information about the application and selection procedure, admission and the set-up of the programs can be found [here](#).

5. University Teacher Training

At the TU/e, you can acquire a qualification (first degree teaching qualification or limited second-degree teaching qualification) as a teacher in preparatory higher education (VHO) for the subjects mathematics, physics, chemistry, computer science or Research & Design (R&D). More information can be found in [section 2.5 of the Student Statute](#) and on the [website](#).

6. Post-master's courses

You can take these courses if you have successfully completed your master's degree and gained work experience.

Enrolment and tuition fees

The TU/e has different types of enrollments, which are subject to different rights and (financial) obligations. You can register as follows:

1. Student

The rights and obligations of a student enrolled with us are described in [section 3.1.1 of the Student Statute](#). For example, as a student you may participate in education, practical exercises, tests and examinations. You also have access to the library, labs, student facilities, student guidance and the notebook scheme (only for bachelor's students). In addition, you have the right to vote and stand for participation. As a student, you are entitled to a student grant in the form of a loan and an additional scholarship and student travel product. As a student you have to pay tuition fees. The level of the tuition fees, the

conditions for the different fees and the option of a payment arrangement can be found in section 3.3.2 of the Student Statute.

2. Extraneus (external student)

An external student only has access to the library and laboratories and is only allowed to participate in tests and examinations. An external student is not allowed to attend education and is not entitled to study guidance and student grants. An external student pays examination fees. The fees can be found in section 3.3.2 of the Student Statute.

3. Premaster student

In some cases, before you can be admitted to the master's program of your choice, you must follow a pre-master's program. A pre-master's student pays a credit fee. More information about the credit fee You can find the fee in Section 3.3.2 of the Student Charter Section 3.3.2 of the Student Statute.

Financial arrangements

Several financial arrangements and forms of financial support are available. For example, a graduation grant in connection with study delay due to special circumstances, the administrative grant, and several (private) funds or scholarships. See section 3.5 of the Student Statute.

Termination of your enrolment

You can terminate your enrolment yourself. You do this when you graduate, but also if you want to stop continuing your studies in the meantime. You can terminate enrollment via *Studielink*. Termination of enrollment always takes place on the first of the month following your request for said termination. If you submit a request on January 19, 2023, then your enrollment will be terminated on February 1, 2023.

If you already paid the full tuition fee?, you will get a part back (1/12 part for each month in which you are no longer enrolled), except if you terminate your enrollment with effect from July 1 or August 1. In that case, you will not receive any money back.

Please note: you can never terminate your enrollment with retroactive effect.

The TU/e can terminate your enrollment as a result of the following:

- You have received a negative binding recommendation on the continuation of studies at the end of the first academic year. However, you may enroll in another program, provided that you meet the admission requirements.
- As a pre-master's student, you have not passed the pre-master's program within the set term. You will then receive a binding negative study progress recommendation.
- You pay the tuition fee in installments and you neglect to pay one or more of these installments, even after a reminder.
- Because of your behavior or remarks, it appears that you are not suitable for one or more professions for which you are being trained.
- It has been established that you have committed serious fraud.

What do you need as a TU/e student?

If you are enrolled at the TU/e you need a notebook. As a first-year bachelor's student you can use the notebook scheme to obtain a notebook. See section 3.4 of the Students' Statute.

Master's and pre-master's students can make use of the cost-price regulation. This means that

you can order a notebook at a reduced rate. If you purchase a notebook yourself, the notebook must meet [these requirements](#).

Education

In the digital education guide you can read more about the specific parts of the program of your choice. The following applies to all degree programs:

1. Bachelor's programs

Bachelor's programs have a nominal duration of three years. This is equivalent to 180 credits: 60 credits for the propaedeutical phase and 120 credits for the post-propaedeutical phase. During the bachelor's there are compulsory basic study components and elective study components.

Within the bachelor's degree programs applies the binding recommendation on the continuation of studies (bsa) (see section 4.7 of the Student Statute). This means that after the first semester of your first year you receive a preliminary positive or preliminary negative recommendation, the so-called pre-recommendation. If you have obtained fewer than 45 credits at the end of your first year, you will receive a negative binding recommendation, unless you have received a postponement of this recommendation due to circumstances).

In case of a negative bsa, you cannot continue with your bachelor's degree and you are not allowed to enroll in the same degree program for three years. With 45 credits or more you receive a positive bsa and you may continue with your bachelor's program.

The Examination Committee sets an adjusted bsa standard of 40 credits if a student has completed a unit of study with a fail, but has completed the final test with a pass and no resit is possible in the current academic year. More information about the bsa can be found [here](#). The Examination Committee also establishes an adjusted BSA standard if there are circumstances as indicated in article 7.5, sixth paragraph, of the OER Bachelor programs.

2. Master's programs

Master programs have a minimum of two intake moments: in September and February of each academic year. If you have successfully completed your bachelor's final exam or a pre-master's program at the TU/e, you may start with the master's program the following month. You do not have to wait for the next formal start moment.

Master's programs have a nominal duration of two years, or 120 credits. These consist of compulsory study components (maximum 30 credits), a number of specialized elective study components (minimum 15 credits) and a graduation internship of 30 or 45 credits. Depending on your degree program, you can also pursue 15 credits of international experience.

Teaching language

Bachelor's courses at the TU/e are given in English, with the exception of the Biomedical Engineering program (including the major Medical Sciences and Technology). This program is provided in Dutch. The master's programs are all in English, with the exception of Science Education and Communication. In the master's program Medical Engineering, the internship and the clinical modules are in Dutch.

You are expected to have a sufficient command of the English language (at vwo exam level). Students who do not meet the requirement of English at vwo exam level must submit the

results of an admission test to determine whether their English is at the required level both orally and in writing.

For international students and staff, the TU/e offers *Dutch as a Second Language* courses.

Guidance

As a student, you are entitled to coaching. There are the following options (see also paragraph 4.4 of the Student Statute):

1. Academic advisor (within Bachelor's and Master's programs)

An academic advisor guides you within your own degree program. Think of advice on study progress, study planning and study structure. You can also contact your academic advisor with questions about your bsa (binding recommendation on the continuation of studies), any problems with your teacher coach or mentor/graduate supervisor and personal circumstances that affect your studies. If necessary, the academic advisor can refer you to, for example, a student counsellor or a student psychologist.

2. Teacher coach (within bachelor's programs)

During your bachelor's program, you will be supervised in the development of your professional identity and the related selection process by a teacher coach from the relevant program. Every academic year you can have four conversations with your teacher coach.

3. Mentor (within the master's program)

A mentor is an assistant professor, associate professor or full professor and often is your thesis supervisor as well. Your mentor helps you to make choices, compose your program and with your professional development during your master's program.

4. Student mentor (only within bachelor's programs)

A student mentor is an older student of your own degree program who, during the first semester, helps you find your way in your program and at the department and university.

5. Student mentor (for 1st-year master's students)

A student mentor is a senior student from your own program who can show you around the university. You can consult the student mentor for questions about your master's program, the department or the university. The student mentor will help you get in touch with other students or tell you where to go for certain questions or problems.

6. Student counsellor (ESA)

The student counsellor advises you in case of personal circumstances that may delay your studies (such as disabilities) and helps you with administrative matters. Do you need certain facilities as a result of a disability? If so, you can apply to the Examination Committee, which will ask the student counsellor for advice.

7. Study choice advisor (ESA)

The study choice advisor will help you with questions about your study choice process. A conversation can be about doubts about your study choices, but also about which studies suit your interests and possibilities.

8. Student psychologist (ESA)

The psychologist can support you if you get stuck in one or more areas of your life, which makes studying impossible. Discussion topics can include for example fear and depression, problems due to autism and ADHD, negative thinking, low self-confidence, fear of failure and personal circumstances.

Tests and exams

In the digital education guide (which contains the Program and Examination Regulations (OER) of your program) you will find specific provisions for the tests and examinations of your program. The following applies to exams in general.

Each study component is concluded with an exam. An exam consists of several (mid-term) tests. Tests can be taken orally, in writing, or in any other way. In the first year of the bachelor's program, the assessment of a course consists of at least two mid-term tests and a final test. Exam results can be requested in Osiris.

Each degree program or group of degree programs has its own OER. The OER include how an exam or test should be taken, what the assessment standards are and - if applicable - what the weighting is between mid-term and final tests. You can read exactly what must be included in the OER in [section 5.3 of the Student Statute](#).

The way in which a particular examination must be taken is laid down in the OER. Each degree program or group of degree programs has an Examination Committee, which appoints examiners. The course catalogue states which test components the examination is made up of, which administration methods are used, etc. This includes how an exam or test must be taken, what the grading standards are, and - if applicable - how the interim tests and final tests are weighted. You can read exactly what must be included in the OER in article 5.3 of the Student Statute.

Every program or group of programs has an examination board that appoints examiners.

The Examination Committee also sets the rules to ensure the quality of testing. These rules are included in the Regulations of the Examination Committee. They also contain provisions on fraud.

Fraud includes, among other things in testing, in any case 'any act or omission by or on behalf of a student, as a result of which forming a correct judgement of his knowledge, insight and skills is wholly or partly impossible for the examiner and/or (deliberately) influencing (parts of) the examination process with the aim of influencing the result of the examination'. This also includes plagiarism and non-compliance with copyright rules.

Double degree

Under certain conditions, if you take extra courses and take exams, both for Bachelor's and Master's programs, you may be eligible for two diplomas. However, you must meet the requirements for application and admission to both programs. You can read more about this in [section 5.5 of the Student Statute](#) and in the Regulation of the Examination Committee.

Degrees and titles

If you have successfully completed a Bachelor of Science (BSc) program at the TU/e, you will be awarded the degree of Bachelor of Science (BSc). Upon successful completion of a Master's program, you obtain the degree of Master of Science (MSc). In the latter case, you may also use the title of engineer (ir.), except for the master's program of Science Education and Communication. In that case, you are entitled to the title of doctoral student (drs.). You have to choose whether you want to use the MSc or ir./drs. degree, you cannot use both.

Participation

The TU/e has four participation bodies in which students and staff consult together: at central level the University Council (UR), at department level the Department Council (FR), at educational level the Education Committee (OC) and at Bachelor College and Graduate School level the Joint Education Committee (GOC).

As a student, you can elect and be elected for the UR and the FR: you therefore have both the right to vote (right to vote) and the right to stand as a candidate (right to be elected). The term

of office for students is one year for both bodies. The composition of the OCs and the term of office for students in the OCs is regulated in the department regulations.

In addition, students have a say in various bodies, groups, committees and boards. You can read more about this in [Chapter 6 of the Student Statute](#). This chapter also explains the management structure of the TU/e.

Legal protection

As a student and external student, you may complain about acts or conduct of the institution or persons under the responsibility of the institution. The TU/e asks that you always discuss your complaint first with the person you wish to complain about, or with the person who is most appropriate in view of his or her position. You may already have reached a solution and the formal process may no longer be necessary.

As a student and external student you can also start an objection and appeal procedure. You can submit your complaint, objection or appeal digitally. You must submit a complaint within one year after the conduct or action took place. Objections and appeals must be submitted to ESA within six weeks after the date of the decision.

ESA assesses whether there is a complaint, objection or appeal and ensures that it is forwarded to the appropriate authority for further handling:

- A complaint is forwarded to the department where the person to whom the complaint relates works. The complaint will not be handled by a person who has been involved in the conduct to which the complaint relates. The person being complained about will receive the documents and will be given the opportunity to be heard. In principle, the complaint will be dealt with within six weeks. This period can be extended once by four weeks. The complaints officer of ESA monitors the progress of the handling of the complaint.
- You can submit an objection to a decision by or on behalf of the Executive Board (EB) with which you disagree. The Dispute Advisory Committee (GAC) will advise the Executive Board on the objection you have submitted. The GAC gives advice, after which the EB reconsiders the decision. If you disagree with this decision after reconsideration, you can lodge an appeal with the Board of Appeal for Higher Education (CBHO) in The Hague.
- If you disagree with a decision of, for example, an examination committee or examiner, you can appeal to the Board of Appeal for Examinations (CBE). [Section 7.2.1 of the Student Statute](#) explains this in more detail. The CBE always checks first whether an amicable settlement is possible. Is that not the case? Then a hearing follows. Subsequently, the CBE pronounces. An appeal against this decision can be lodged with the Higher Education Appeals Tribunal (CBHO) in The Hague.

The CBHO is a national tribunal, where students can appeal against decisions made by or on behalf of the Executive Board of the TU/e. For example, about a negative bsa, your enrollment and termination of your enrollment, the payment of tuition fees or certain measures. Before you can lodge an appeal with the CBHO, you always have to go through the applicable procedure at the TU/e.

In [Chapter 7 of the Student Statute](#) you can find a full explanation of how to file a complaint, objection and appeal, and the procedure.

Rules of conduct

A number of rules of conduct apply to the smooth running of the TU/e. These rules are laid down in law or are based on a law. Among other things, you must abide by them:

1. The TU/e Code of Conduct for Science Practice
This code has been drawn up in consultation with scientists from various disciplines and deals with scientific integrity. The code identifies five central values: reliability, intellectual honesty, openness, independence and social responsibility. All scientific staff and master's students are required to sign the code.
2. The regulation on reporting irregularities TU/e
This regulation monitors abuses and indicates how you can report them.
3. The regulations and guidelines management and use of buildings
These rules are important for students when it comes to security and access to the building, reporting calamities, computer use, food and drink and parking (moped) bikes.
4. Code of conduct undesirable behavior TU/e
This code of conduct deals with undesirable manners and work pressure. The code of conduct is accompanied by a complaints procedure in which the procedure for handling complaints in this area is described. Furthermore, two confidential counsellors have been appointed to offer shelter and help in case of (sexual) harassment, aggression and violence, bullying, discrimination and work pressure.
5. Smoke-free campus
As of August 1, 2020, the entire TU/e campus is smoke-free.
6. Regulations Computer use and network use TU/e
These regulations apply to students and employees of the TU/e who have been given permission to make use of computer and/or network facilities of the TU/e.
7. Working Conditions Act
This law not only applies to employees, but also to students and external students of the TU/e. Therefore, the TU/e expects you to be careful and diligent in everything you do. In particular, you are obligated to:
 - Use the provided personal protective equipment correctly and store it in the designated place after use;
 - to use instruments, appliances, tools, dangerous substances, etc. in the correct manner and not to make any changes to any safety devices;
 - comply with further rules and instructions for health and safety;
 - immediately notify the person responsible for this on the spot or the Executive Board of any matters that endanger safety or health.
8. Copyright and patent law
As a student and external student, you have to deal with copyright (if you make analogue or digital copies of publications, or incorporate parts of a publication into your own publication) and patent law. You can read more about this in sections 8.4 and 8.5 of the Student Statute.

Do you have questions about the Student Statute? Or would you like more information? Please visit <https://educationguide.tue.nl/practical-info/regulations-codes-of-conduct-and-guidelines/?L=2>.

You can also contact ESA via (040) 247 47 47. We are happy to help you.