

REGULATIONS FOR ADMISSION TO MASTER'S PROGRAMS AT EINDHOVEN UNIVERSITY OF TECHNOLOGY 2012

The Executive Board of Eindhoven University of Technology (TU/e)

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

Hereby decides to adopt

As referred to in article 1.4 of the Education and Examination Regulations of the individual Master's programs

The following Regulations for Admission to TU/e Master's Programs for 2012:

Chapter 1 General provisions

Article 1.1 Definitions

The following definitions will be used in these regulations:

- the Act: the Higher Education and Research Act;
- applicant: a person submitting a request to be admitted to a Master's program;
- proof of admission: a proof of admission as referred to in section 7.30b of the Act;
- admission decision: decision by the Departmental Board as to whether an applicant is eligible for a proof of admission.
- the STU: the TU/e Education and Student Service Center;
- pre-Master's student: a student who has to follow a pre-Master's program before starting a Master's program to make up for a number of shortfalls;
- pre-Master's program: a program of a maximum of 40 credits for students to make up for shortfalls and prepare them for a Master's program.
- Departmental Board: this includes the Departmental Board, the Departmental Board of the coordinating department and the Executive Board of Eindhoven School of Education.
- ESoE: Eindhoven School of Education

Article 1.2 Criteria for admission to a Master's program

Enrollment in this Master's program is open only to students who have direct access to enrollment in the program in accordance with article 1.3 or are admitted to the program in accordance with article 1.4 of these regulations.

Article 1.3 Direct access to the Master's program

1. Students have direct access to a Master's program who have successfully completed the final examination of a Bachelor's program or, if applicable, the final examination of a Bachelor's program related to a specific specialization, in as far as the Education and Examination Regulations state that this Master's program corresponds to this Bachelor's program or this specialization.
2. Students with a Bachelor's degree in higher professional education or a Master's degree in higher education relating to a specific specialization have direct access to the shortened Master's degree in higher education for training as a teacher of

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preparatory higher education, on condition that the Education and Examination Regulations state that Bachelor's or Master's programs referred to correspond to this shortened Master's program.

3. The final examination for the programs referred to in the previous paragraphs must have been successfully completed no later than the day before the start of the Master's program. If the Master's program is offered jointly with other universities, the Executive Board can specify other times by which the Bachelor's examination must have been successfully completed.

Article 1.4. Admission to the Master's program with a proof of admission

1. Any student in possession of proof of admission to a specific TU/e Master's program issued in the context of these regulations can be admitted to the program.
2. The proof of admission relates in principle to the academic year following the academic year in which the application for admission is submitted, but is valid for a maximum of 18 months.

Chapter 2 Departmental Admissions Committees and the Central Admissions Committee for Master's Programs

Article 2.1 The Departmental Admissions Committee

1. The Departmental Board will establish an Admissions Committee for each Master program or group of Master's programs.
2. The composition of the Departmental Admissions Committee is specified in more detail in the departmental regulations of the department concerned or the department with decision-making authority.
3. The task of the Departmental Admissions Committee is to assess which applicants can be admitted to a specific Master's program.
4. After each academic year, but no later than October 1st, the Departmental Admissions Committee draws up an annual report of its activities, including an overview of its recommendations in that academic year.
5. The Departmental Admissions Committee specifies in advance the requirements that a request for admission to a Master's program have to meet.

Article 2.2 The Central Admissions Committee for Master's Programs

1. There is a Central Admissions Committee for Master's Programs, which is part of the STU.
2. The director of the STU chairs the Central Admissions Committee for Master's Programs for an unlimited term.
3. The Central Admissions Committee for Master's Programs supports the Departmental Admissions Committees in performing their tasks.
4. The Central Admissions Committee for Master's Programs is responsible for contact with applicants on the completeness of their files and – if necessary – determining their standard of education and language.

5. After each academic year, but no later than December 1st, the Central Admissions Committee for Master Programs draws up an annual report of its activities, including an overview of its recommendations in that academic year and making use of the information in the reports drawn up by the Departmental Admission Committees.

Chapter 3 Proof of admission

Article 3.1 When is a student eligible for a proof of admission?

1. If the Departmental Board of the Master's program concerned decides to approve a request for admission, the applicant is issued with a proof of admission by the Central Admissions Committee.
2. The proof of admission will in any case specify the Master's 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 Master's program.
3. A proof of admission will in any case be issued to
 - a. an applicant who has a certificate for the final examination of a preparatory Bachelor's program from a university in a country that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region. This is subject to the condition that the Departmental Admission Committee is of the opinion that the applicant has the knowledge, understanding and skills that should have been acquired on completion of the preparatory Bachelor's program, as specified in the Education and Examination Regulations of the Master's program concerned. The Departmental Board can then decide that conditions be attached to the proof of admission.
 - b. an applicant who does not have a certificate for the final examination of the preparatory Bachelor's 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 Bachelor's program, as specified in the Education and Examination Regulations of the Master's program concerned. The Departmental Board can decide that conditions should be attached to issue of the proof of admission.

Chapter 4 Procedure for obtaining proof of admission to a Master's program

Article 4.1 Application for admission

1. An application for admission must be submitted to the STU digitally using the online application form on the TU/e website. The applicant must also submit documents, as referred to on the website, to enable assessment of whether the applicant can be admitted to the Master's program of his or her choice.
2. The application must be submitted at least four months before the start of the Master's program concerned, unless the Executive Board has decided otherwise.

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3. Contrary to the previous paragraph, pre-Master's students must submit an application for admission via Studielink no later than August 31st or January 31st.
4. If an application is incomplete, the applicant has a period of four weeks to provide the additional information. If the application is not complete within that period, it will not be processed. The applicant will be informed of this by the Central Admissions Committee.

Article 4.2 Assessment, recommendations and decision-making

1. The Central Admissions Committee for Master's Programs is responsible for the completeness of applicants' files and, if necessary, determining their level of education and language. It will send applicants' dossiers, together with its findings, to the Departmental Admissions Committee, unless paragraph six is applicable.
2. When assessing an application, the Departmental Admissions Committee will take account of the admission requirements included in the Education and Examination Regulations of the Master's program concerned and, if necessary, bear in mind the maximum number of students that can be admitted to the program, as determined by the Executive Board on the basis of section 7.30a, subsection 3b, of the Act.
3. The Departmental Admissions Committee submits its recommendation to the Departmental Board on the basis of the applicant's file and sends the file to the Central Admissions Committee for Master's Programs.
4. The Departmental Admissions Committee's recommendation to the Departmental Board can entail:
 - a. approval of the application for admission, or
 - b. rejection of the application for admission, or
 - c. conditional admission, as referred to in article 3.1, paragraphs 3a or 3b, of these regulations.
5. The Departmental Board of the Master's program concerned can mandate the chairperson of the Central Admissions Committee to decide to admit an applicant. In that case, contrary to the previous paragraph, the Departmental Admission Committee will submit its recommendation to the Central Admissions Committee.
6. The Departmental Board of the Master's program concerned can also mandate the Central Admissions Committee to reject an application for admission, if the application does not meet the requirements set in advance by the Departmental Admissions Committee. In such situations, the applicant's dossier is not sent to the Departmental Admissions Committee.
7. The Departmental Admissions Committee must determine no later than the day before the start of the Master's program whether the applicant has complied with the admission requirements referred to in paragraph 1. This applies if the applicant has Dutch nationality and a Dutch Bachelor's degree. In other cases, this must be determined before the start of the Master's program, but no later than July 1st.
8. The proof of admission is issued by the Central Admissions Committee for Master's Program on the basis of paragraph four, under a or c.
9. If an application for admission is rejected or proof of admission is issued conditionally, reasons must be given for the decision.

Article 4.3 Appeal to the Examination Appeals Board

An applicant can lodge an appeal to the Examination Appeals Board, via the STU website, against a decision to issue or not issue a proof of admission within six weeks of being informed of the decision.

Chapter 5 Final provisions**Article 5.1 Official title**

These regulations will be referred to as: the Regulations for Admission to TU/e Master's Programs 2012.

Article 5.2 Date of commencement

These regulations replace the Regulations for Admission to Master's Programs of 2010 and come into force on July 1, 2012.

These regulations were approved by the Executive Board decision of June 21, 2012.

Explanatory notes to the Regulations for Admission to Master's Programs at the TU/e

General

In pursuance of section 7.31, subsection 2, of the Higher Education and Research Act (WHW), the Executive Board must draw up admission regulations that provide procedural rules for admission to Master's programs. In accordance with subsection 1 of that section, the Executive Board must make the procedure 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 Master's 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 Master's program. The 'educational' criterion in this case is that anyone wishing to be enrolled in a Master's program must either have successfully completed the final examination of a Bachelor's program that allows direct access to the Master's program concerned, or be in possession of a proof of admission showing that he or she has been admitted to the Master's program by or on behalf of the Departmental Board concerned.

Article 1.3

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

There is however an exception to this rule: Bachelors from other institutes of higher education in the Netherlands can also have direct access to a Master's 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 Bachelor's program can specify that a certain Master's program does not correspond to the Bachelor's program as such, but only to specific specializations of the Bachelor's program. In that case, students who have successfully completed the final examination of the Bachelor's program in question only have direct access to the Master's program if the examination included one or more of the required specializations.

The various Bachelor's programs can therefore structure their programs such that certain tracks or specializations allow direct access to a specific Master's program, while the Bachelor's certificate as a whole does not.

It is important that students have completed the Bachelor's program as a whole before starting on the Master's program. The Bachelor's and the Master's are two completely separate programs, in which the former precedes the latter. It is therefore essential to complete the Bachelor's program to be able to take the Master's program with any degree of success. As of September 2012, it will be possible to start all Master's programs at the TU/e on at least two dates: in September and February (start of quartiles 1 and 3). These starting dates are intended for external intake students. The Departmental Board is responsible for ensuring that it is feasible for students starting on these dates to complete their Master's programs within two years of enrolling if they make the required effort. [Onderstudeerbaar wordt verstaan dat de masteropleiding bij voldoende inspanning in twee jaar na inschrijving afgerond kan worden.](#)

Students who have completed a Bachelor's program at the TU/e do not have to wait until one of the formal starting dates. They can be enrolled in a Master's program as of the start of the month following the month in which they have completed their Bachelor's examination. However, if these students start their Master's program at a different time than the formal starting dates, the department cannot guarantee that it will be able to offer a study program that will enable the student to complete the Master's program within two years.

The condition that students are only admitted to the Master's program if they have successfully completed the final examination at Bachelor's level applies to both the TU/e's own students and those coming from other institutes. In addition, it should be expected that the Master's 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 Bachelor's program have been completed before starting on the Master's program. This also applies to pre-Master's students and international students (other than exchange students).

Paragraph 2 regulates admission to the educational Master's program. Students with a relevant preparatory education will be exempt from the substantive part of the program.

The Bachelor's examination must have been successfully completed no later than the last day before the start of the Master's program. The wording of paragraph 3 takes account of the fact that some Master's programs may have several starting dates. The fact that a Bachelor's certificate has not yet actually been presented does not preclude a student from enrolling in the Master's program.

If a Master's program is given jointly with one or more other universities, the Executive Board can specify other dates by which the final Bachelor's examination has to be

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successfully completed. There may be practical reasons for this, for example international students may have to submit their Bachelor's certificates by a certain date, in time to apply for a visa.

Article 1.4

Students who do not have direct access to a Master's 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 Chapter 4. NB: the proof of admission is valid only for a limited period.

Articles 2.1 and 2.2

In pursuance of these articles, 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, or the joint regulations of the ESoE. If a Master's 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 Master's program
Giving advice regarding decision to grant admission

The Departmental Admissions Committees are supported in performing their tasks by the Central Admissions Committee for Master's Programs, which is responsible for contact with applicants, the completeness of applicants' files, and determining applicant's educational level.

Both the Departmental Admissions Committees and the Central Admissions Committee for Master's Programs submit an annual report to the Departmental Board and the Executive Board respectively, which include the number and nature of their recommendations.

Article 3.1

If the Departmental Board or, on behalf of the Board, the Central Admissions Committee for Master's Programs, approves an application and therefore decides to admit an applicant, the

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Central Admissions Committee issues a proof of admission. The proof of admission will in any case specify the Master's program and, if applicable, the type or types of program to which the applicant has been admitted, together with the periods for which it is valid. If, after the stated period, the student has not enrolled in the program, the proof of admission is no longer valid.

The third paragraph of this article describes the circumstances in which students who do not have a Bachelor's certificate are still eligible for admission to a Master's program.

In the opinion of the Departmental Admissions Committee, these students possess knowledge, insight and skills equal to that acquired on completion of the final examination of the preparatory Bachelor's 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 points a. and b. of paragraph 3 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. Paragraph 3b meets the requirements of the Lisbon agreements.

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

In application for admission is rejected or a conditional proof of admission is issued, reasons must be given for the decision taken by or on behalf of the Departmental Board. This may, for example be important in the event of an administrative appeal to the university Examinations Appeal Board.

Article 4.1

The Executive Board is responsible for enrollment and the Departmental Board for admission. Admission applications must therefore be addressed to the Departmental Board concerned. It must also be submitted to the Education and Student Service Center (STU), which serves as a window for students and prospective students. The application must be submitted using the online application form on the TU/e website. It must be accompanied by documents specified on the website and which can be reasonably considered necessary to assess whether the applicant can be admitted to the Master's program of his or her choice.

As a rule, the application must be submitted at least eight weeks before the start of the Master's 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.

Article 4.2

The Departmental Admissions Committee is responsible for implementing the admission requirements as specified in the Education and Examination Regulations (OER) for the Master's program concerned and 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 Master's program. If there are more

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applicants than can be enrolled because of the maximum available capacity, the Departmental 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 Master's program. At this time, the TU/e has no numerus clausus programs. The committee submits its assessment to the Departmental Board in the form of a recommendation.

The decision to admit an applicant to the Master's program is taken by or on behalf of the Departmental Board. The department can delegate authority for issuing proofs of admission to the Central Admissions Committee.

If an application does not meet the requirements drawn up in advance by the Departmental Admissions Committee, the committee can delegate processing of the application to the Central Admissions Committee. The requirements referred to in this paragraph include, for example, the applicant's standard of English.

The Departmental Admissions Committee must have established by the day before the start of the Master's program that the applicant meets the admission requirements.

Article 4.3

This article states that applicants whose applications for admission are rejected by or on behalf of the Departmental Board, or are only approved conditionally, can appeal to the Examination Appeals Board. The applicant must lodge the appeal within six weeks of being informed of the decision.