

Considering the fact that the TU/e Bachelor College Guideline must be replaced due to several changes within the Bachelor College,

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

hereby decided on April 26, 2023 to withdraw the Bachelor College Guideline adopted on 30 April, 2020, June 20, 2019, April 19, 2018, April 13, 2017, April 30, 2015, April 24, 2014, May 2, 2013, April 5, 2012 and April 22, 2021 and replace them with the

TU/e Bachelor College Guideline
Last altered April 26, 2023

(1) Structure of Bachelor's degree programs

1. The revised Bachelor's degree programs commenced in September 2012. In 2012-2013, the first year of the Bachelor's programs was offered for the first time. The second year of the revised Bachelor's programs was offered in 2013-2014, and the third year of the revised Bachelor's programs was offered for the first time in 2014-2015.
2. A program testing plan is available for each Bachelor's degree program, which is determined by the program director before the beginning of the academic year.
3. Learning outcomes have been formulated for all majors by the departments offering them and have been included in the Program and Examination Regulations (OER).
4. For coherent elective packages learning outcomes have been formulated by the responsible departments and have been included in the course information (course catalogue) and the study guides for the relevant study components.
5. Each major represents 95 credits' worth of study components, in which Professional Skills are embedded. The three key elements of 'gaining knowledge', 'practising knowledge,' and 'applying knowledge' are all covered adequately within the major. Each study component is worth 5 credits and is scheduled within 1 quarter. The exception to this is the Bachelor's final project, which is worth 10 credits. Each study component constitutes an integrated whole. No parts of a study component shall be completed and awarded credits separately.
6. A quarter nominally consists of three study components worth 5 credits, which is equivalent to a nominal study load of 15 credits per quartile.
7. A quarter consists of ten weeks. Within each quarter, eight weeks are reserved for teaching, and two weeks for final tests. The content of the study component must be completed within the specified time. The eighth week should be used to revise the material and give feedback. Activating education methods are employed in all study components. A study guide for each study component is available to students. This study guide is made available two weeks before the study component in question commences and must at least indicate when the mid-term tests will take place. No changes may be made to the study guide after the study component commences, unless they have been discussed and agreed with the Dean of the Bachelor College.
8. The applicable rules for each coherent package of electives must be stated (e.g., whether students are required to participate in all study components or whether there is one compulsory study component and a number of elective study components).
9. For every study component, a test plan is available setting out what will be tested and how. The testing plan is designed by the teacher and made available before the study component commences.
10. Education is arranged in such a way that
 - a. Students receive feedback on and insight into their progress during a study component.

- b. Students gain insight into the requirements they need to meet for the final test during the study component (in other words, there is proper preparation for the final test).
 - c. Students are stimulated to actively contribute during the study component.
- 11. Each basic study component, as well as the major, elective and USE components that are part of the propaedeutical phase, concludes with an examination, consisting of at least two quantitative mid-term tests and a final test. If desirable, second-year and third-year study components' final grade can be partly determined by one or more quantitative or qualitative mid-term tests.
- 12. Within a study component, as well as within the major, elective and USE study components that are part of the propaedeutical phase, compensatory testing is mandatory, so that a minimum of 50% and a maximum of 70% of the final grade for a study component is determined by the final test.
- 13. The weighting of the components of a study component unit can be found in the Osiris Course Catalogue (see (14) point 4).
- 14. To pass a study component, a student must achieve a score of at least 5.0 on the final test and a score of at least 6 on the examination. No minimum requirements are specified regarding the pass grade for mid-term tests, with the following exception: when the final test in a study component is a practical exercise that is divided into an individual and a group-work part and it is specified that the student must obtain a pass grade (at least 6.0) for each of these parts, then the individual part shall comprise at least one mid-term test and the group-work part shall comprise at least one mid-term test.
- 15. The mid-term tests are designed to activate the students, to serve as preparation for the final test, and to provide feedback. Mid-term tests must be held within the designated time slot and in the scheduled room, unless determined otherwise in consultation with the Dean of the Bachelor College.
- 16. The term of validity for mid-term tests, professional skills tests, and final tests is specified in the OER.
- 17. It is not possible to retake an mid-term test in the academic year in which the study component is followed, unless the Examinations Committee decides otherwise. The first mid-term test of the basic study component Calculus forms an exception to this rule: this test may be retaken in the first quarter. Mid-term tests and final tests are valid in the academic year in which they are taken. Students may retake final tests.
- 18. The examination and assessment of students shall take place according to clear criteria that are available to students at the start of the study component, the minimum requirement being that they are made available to them in the study guide. The assessments (including the substantiation thereof) serve as feedback for the students.
- 19. The Program Director and the Dean of the Bachelor College shall jointly ensure that
 - mid-term tests and final tests within a study component/program are structured according to the intentions of mid-term tests and final tests, as established in the memorandum outlining the vision on testing within the Bachelor College, and
 - the assessment load within a given quarter is acceptable.
- 20. In any case, the Bachelor's final project will be assessed individually.
- 21. In exceptional cases there is a capacity limit for the number of students allowed to participate in a study component. The Program Director may impose a maximum for specific reasons. The maximum is in any case set to a number that allows all students to participate for whom the study component is a compulsory study component in the program of examinations. The Dean of the Bachelor College shall determine whether the students' freedom of choice has been sufficiently ensured.
- 22. The study components with a capacity limit will be published in the digital education guide prior to April 1 or October 1 after approval from the Dean BC.
- 23. Level 1, 2, or 3 is allocated to study components within the Bachelor College.

24. Rules of thumb for the allocation of levels are drawn up by the Program Directors together with the Dean.
25. Program Directors shall allocate levels in accordance with the agreed rules of thumb.
26. Program Directors shall ensure that Examination Committees find the allocated levels acceptable. The rule of thumb may be departed from if there are sufficient grounds and only after consultation.
27. At least 45 credits of the total Bachelor's program must be at Level 3. These study components may be divided across a major and elective study components.
28. Within the part of the program reserved for electives minimally 30 credits must be at Level 2 or 3.
29. When selecting study components, students must not select any 'overlapping' study components.
30. Upon approval by the Dean of the Bachelor College, the Program Director may put forward major study components that are not available to other students as elective study components.
31. The MyFuture Activities are a mandatory part of the Bachelor's degree program. No credits are attached to the MyFuture Activities.

(2) Decision-making rules

1. New Bachelor's programs and new majors and/or substantial modifications to majors require the approval of the Executive Board.
If a student wishes to select supra-departmental elective study components, the offering of USE study components or learning trajectories or a coherent package of electives for the free elective space, this requires the approval of the Dean of the Bachelor College and is adopted by the Education Board.
The Executive Board establishes rules in the 'Joint Regulations for supra-departmental educational activities within the Bachelor College'.
2. The timetabling principles for Bachelor's programs require the approval of the Dean of the Bachelor College.

(3) Pilots

Pilots that deviate from one or more provisions of the OER must be laid down in the Appendix to the OER, listing the relevant articles of the OER.

A proposal for a pilot must be submitted to the Education Board for approval. To this end, the Program Director submits a nomination that is accompanied by advice from the Examination Committee and the Program Committee. If several degree programs from different departments are involved, the nomination must be accompanied by advice from the AEB and the JPC.

The nomination of the pilot shall not be made until a feasibility test has been carried out, under the responsibility of the ESA manager.

During the pilot, students who do not participate in the pilot cannot derive any rights from it.

(4) Components of Bachelor's programs

Each Bachelor's program has four components; the types of study component are as follows:

- a. a major (M) worth 95 credits in which the professional skills are embedded. The major comprises 17 study components worth 5 credits and a concluding Bachelor's Final Project (BEP) worth 10 credits (see (4));
- b. a foundation (B) worth 25 credits, comprising 5 study components worth 5 credits ;

- c. a USE component (U) worth 15 credits, comprising 3 study components worth 5 credits (see (6));
- d. free electives (K) worth 45 credits, comprising 9 study components worth 5 credits (see 7)).

This gives a total of 35 study components, accounting for $34 \times 5 + 1 \times 10$ (BEP) = 180 credits.

(5) Major (M)

1. The core of each Bachelor's program is the major, which is worth 95 credits, in which Professional Skills of at least 140 working hours are embedded.
2. A Bachelor's program (with CROHO accreditation) comprises one or more majors, each of which prepare for specific Master's programs.
3. On completion of the Bachelor's program, a major gives the student unconditional admission to at least one of the Master's programs of the relevant department.

(6) Basic subject (B)

1. Each Bachelor's program includes the following five basic study components:
 - Calculus
 - Applied Natural Sciences
 - Data Analytics for Engineers (as of 2017-2018)
 - Use Basics
 - Design
2. These five basic study components (25 credits) are common courses offered in all programs and/or program clusters. Each basic study component has a maximum of three variants, unless agreed otherwise with the Dean of the Bachelor College. The timetabling of the basic study components is centralized:
 - Calculus in quarter 1 of the first year
 - Applied Natural Sciences in quarter 2 of the first year
 - Data Analytics for Engineers in quarter 3 of the first year
 - USE Basics in quarter 4 of the first year, and
 - Design in quarter 1 of the second year

(7) USE (User, Society and Enterprise)

1. In addition to the USE Basics study component, each Bachelor's program includes a USE learning trajectory worth 15 credits and a minimum of 5 Studium Generale activities. Students are free to choose from several variants of this learning trajectory.
2. The USE learning trajectory has so many variants that each major has a discipline-based connection with at least one USE learning-trajectory variant.
3. The Executive Board shall decide, on the basis of the recommendation of the Dean of the TU/e Bachelor College, which USE components and/or learning paths will be offered and in which language.

(8) Electives (K)

1. Each Bachelor's program has an elective component worth 45 credits.
2. Departments offer several coherent packages of electives, both for students of the department's own programs and for students of other programs. A coherent package of electives is worth a maximum of 15 credits. The electives component also provides for stand-alone study components worth 5 credits. Students can choose from study components and coherent elective packages that are offered by their own or other departments or that are interdisciplinary.

(9) MyFuture Activities

The MyFuture Activities are a mandatory part of the Bachelor's degree program. This component consists of activities approved by the Education Board, to which so-called values are attached. Students must minimally choose a total value of seven points in approved elective activities. No credits are attached to the MyFuture Activities. The requirement to comply with the MyFuture Activities applies to students who start a bachelor's degree program at the TU/e on or after September 1, 2020.

(10) Professional skills

1. The major must contain at least the following embedded professional skills:
 - Written communication
 - Presenting
 - Collaborating
 - Reflecting
 - Planning and Organizing
 - Handling (scientific) information
 - A Bachelor's program may choose to add additional skills.
2. The Professional Skills with a workload of 140 hours are embedded in the study components of the major. This means that no separate credits are allocated to them.
3. In the major, specific learning outcomes have been formulated for the professional skills.
4. The assessment of professional skills is a component of the assessment plans and study guides of the relevant study components.
5. The curriculum design document of each degree program states how professional skills are embedded in the major program. Based on an internal audit, an assessment is made whether the professional skills have been embedded in accordance with the requirements determined in the Guideline for the BC and placed within the framework of the professional skills. Upon receiving approval, the degree program can redesign the text for the article in question within the OER and may execute the approved (re)design. Two years after this, the degree program again has an internal audit about the execution and the results with reference to the framework for the professional skills.

In the curriculum design document the following components must be dealt with:

- The vision of the degree program concerning the professional skills and role they play in the working field.
- Major-specific learning outcomes for the development of the professional skills and the target level.
- A substantiated distribution and composition of the skills across the study components of the major, in which the learning objectives for a skill form part of the learning objectives for the study component in which the skill is embedded.
- Way of assessing and providing feedback, and how this is integrated into the assessment of the study component of which a skill is a part
- How the degree program monitors that students actually reach the target level
- How the evaluation of professional skills is embedded in the quality assurance cycle
- How the degree program creates acceptance among teachers and students for the embedding of professional skills in major programs.

(11) Distribution of the components in the Bachelor's program

The overview below shows the distribution of study components that applies to all Bachelor's programs:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Year 1				
Study component 1	B1 (Calculus)	B2 (Applied Natural Sciences)	B3 (Data Analytics for Engineers)	B4 (USE basics)
Study component 2	M	M	M	M
Study component 3	M	K	M	K
Year 2				
Study component 1	B5 (Engineering Design)	M	M	M
Study component 2	M	M	M	M
Study component 3	K-U	K-U	K-U	K-U
Year 3				
Study component 1	M	M	K	M (BEP)
Study component 2	M	M	K-M (BEP)	K -M (BEP)
Study component 3	K-U	K-U	K-U	K-U

Explanatory notes to the table:

- Years 2 and 3 show 8x K-USE. This means that the student must choose between an elective study component or a USE study component. The requirement is that, in study years 2 and 3, a total of 3 USE study components and 7 electives must be completed.
- Quarters 3 and 4 of year 3 show 2x K-M (BEP). This means that the FBP (Final Bachelor's Project) can be either spread over these two quarters or completed as one block in quarter 4. Depending on which of these applies, there may be room for an elective in quarter 3 or 4. The BEP is worth 10 credits in total. Any departures from this must be agreed with the Program Manager.
- The study components of the major are worth a total of 95 credits, in which Professional Skills are embedded in the major.

The student has a choice of a minimum of ten USE learning trajectories of which some start in quarter 1 and some in quarter 2.

(12) Coaching by teaching staff and guidance from student mentors

1. Throughout their Bachelor's program individual students will receive coaching from their personal study coaches on the development of their professional identity and the corresponding options available to them. These options include choosing elective study components worth 45 credits, choosing a USE learning trajectory, and choosing a Master's program.
2. A study coach is a member of the teaching staff who teaches one of the subjects in the major of the study program that the student is following.
3. The role of study coach cannot be combined with that of academic advisor or that of program director.
4. A student has a right to four coaching sessions per year, in which the study program shall actively offer this to students in the first year.

5. The study coach shall hold at least four coaching sessions per year with each student. The study coach shall conduct the coaching sessions outside the three time slots in which the courses are scheduled of the programs the students in question are enrolled in.
6. The hours that a teacher devotes to coaching shall count as teaching hours.
7. Each first-year student shall in any case receive guidance from a student mentor during the first semester of the program. A student mentor is a student from a higher year of the same program.
8. Responsibility for the quality of the coaching shall rest with the department.
9. The Dean of the Bachelor College is responsible for monitoring the quality of coaching.

(13) Program choice check 2014-2015 Intake

Rules concerning the program choice check shall be recorded in the Regulations for Registration, Program Choice Check, Enrollment and Termination of Enrollment.

(14) Honors program in the Bachelor's phase

The structure and content of the Bachelor's Honors Tracks will be determined by the academic director of the TU/e Honors Academy, in consultation with the Dean of the Bachelor College. The regulations pertaining to the Honors Tracks are set down in the TU/e Regulations Honors Academy for honors tracks in the Bachelor's programs

(15) Timetabling in time slots

1. A time slot is designated to each study component (except for the BEP).
2. The time slots are fixed and apply to all study components.
3. Of the 10 hours in a time slot, no more than 8 hours per week can be timetabled.
Timetabling outside the designated time slot is not possible.
4. In each quarter, a minimum of 12 and a maximum of 24 contact hours per full week must be scheduled for each student.
5. Mid-term tests must be held within the designated time slot for the relevant study component.
6. In the event that teaching sessions are missed due to public holidays and open days, these can only be rescheduled within the relevant time slot.

The distribution of time slots is shown below:

	Monday	Tuesday	Wednesday	Thursday	Friday
1+2	A	C	B	E	D
3+4	A	C	B	E	D
5+6	B	E	D	A	C
7+8	B	E	D	A	C
9+10	E	D	A	B	

All time slots will be 4 (2x2) + 4 (2x2) + 2 hours, in which the final two hours shall in each case be the 9th and 10th hours. These time slots will be allocated to the study components per quarter, and distributed in the following way:

	1.1.	1.2	1.3	1.4
A	Basic/Major	Basic/Major	Basic/Major	Basic/Major
B	Basic/Major	Basic/Major	Basic/Major	Major
C	Basic/Major	Major	Major	Basic/Major

D	Major	Elective	Major	Elective
E	Major	Elective	Major	Basic/Major

	2.1	2.2	2.3	2.4
A	USE/Elective	USE/Elective	USE/Elective	USE/Elective
B	Elective	Elective	Elective	Elective
C	Basic	Major	Major	Major
D	Major	Major	Major	Major
E	Major	Major	Major	Major

	3.1	3.2	3.3	3.4
A	USE/Elective	USE/Elective	USE/Elective	USE/Elective
B	Major	Major	Major	Major
C	Major	Major	Major	Major
D	Major	Major	Major/Elective	Major/Elective
E	Elective	Elective	Elective	Elective

(16) Procedural agreements relating to the Center for Student Administration

The deadlines for the timetabling process are as follows:

1. Academic agenda approved (Executive Board): December 1
 2. Curricula ready (Program Directors): February 1
 3. Allocation of time slots (core timetabling group): March 1
 4. Course catalogue complete (departmental CSA): April 1 for Q1 and Q2 and October 1 for Q3 and Q4. Note: completion of the Course Catalogue includes the weighting of parts of a study component.
 5. Information on study components complete: April 1
 6. Timetables ready semester A (departmental timetable coordinator): June 1
Room schedule ready (ESA) semester A: August 1
Timetable ready semester B (departmental timetable coordinator): November 1
Room schedule ready (ESA) semester B: January 1
- The deadlines for submitting timetabling information must be strictly observed. The timetabling process begins when the deadline has passed.
 - more than one time slot is requested for a study component, this shall be carefully considered and submitted to the Dean of the Bachelor College, who will then make a decision. The decision shall mean a maximum allocation of 2 time slots. An exception can be made for the basic study components. In that case the student shall use only one of the two time slots. This must not restrict the student's freedom of choice. Neither must it exceed the maximum of 8 timetabled hours per study component per week.
 - For each 2 consecutive hours within a time slot, the teacher can indicate what type of room is required for a study component.
 - No extra facilities, such as a room or an invigilator, are provided for mid-term tests.
 - Subject codes for the basic study components shall be generated by the department responsible.

(17) Final provision

Deviation from the above guidelines is subject to the approval of the Dean of the Bachelor College. They have been elaborated further in the OER Model for Bachelor's degree programs, the Joint Regulations for supra-departmental educational activities in the Bachelor College, the Regulations for Registration, the Study Choice Check, Enrollment, and Termination of

Enrollment and the Regulations for the TU/e Honors Academy for honors tracks in the Bachelor's programs.