

## Description Master Allocation Procedure for the academic year 2023-2024

Department of Mechanical Engineering

### Introduction

In order to ensure that MSc students will get supervision of sufficient quality, the Board of the Department of Mechanical Engineering aims to match the number of MSc students within each section of the Department of Mechanical Engineering<sup>1</sup> with the available supervision capacity of that section. In order to safeguard quality of supervision, the number of students that can enroll in a particular section is limited. From September 2017 a procedure has been implemented within the Department of Mechanical Engineering to allocate students to sections. The Board of the department thereby provides students a suitable position within the university to complete their MSc project.

The Department of Mechanical Engineering is responsible for the MSc program Mechanical Engineering (ME), and the interdepartmental MSc programs Automotive Technology (AT), Systems and Control (S&C), and Sustainable Energy Technology (SET).

The regulations for the procedure presented below apply to all four programs. Fixing supervision capacity per section and the timeline and implementation of the procedure are slightly different for the MSc program ME and the interdepartmental MSc programs SET, AT and SC

The following topics for the Capacity-driven Master Allocation Procedure have to be taken into account:

- Regulations
- Fixing supervision capacity per section
- Selection Procedure
- Timeline and implementation:
  - Timeline + implementation ME
  - Timeline + implementation SET and AT
  - Timeline + implementation S&C

## Procedure “Capacity-driven Master Allocation Procedure” (MAP)

### Regulations

- Each of the MSc programs within the Mechanical Engineering Department is subjected to the same MAP procedure. The MAP procedure for these MSc programs is carried out once a year.
- Students can only take part in one MAP procedure per year. Students are not allowed to enter the MAP procedure for more than one MSc. Program (ME/AT/SET/S&C) per calendar year.
- Each of the sections within the Mechanical Engineering department has a clearly defined supervision capacity (depending on the number of its scientific staff). This capacity determines

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<sup>1</sup> The department of Mechanical Engineering consists of 7 sections also denoted as specializations.

the maximum number of MSc students that can enroll in a section through one of the MSc programs<sup>2</sup>.

- Bachelor students from a Dutch university can take part in the MAP procedure for ME if they have secured at least 120 ECs in their BSc program, measured in May of each academic year at the completion of the regular exams at the end of Q3. Students missing more than 60 ECs at this stage need to take part in the MAP procedure for ME of the next year.
- Bachelor students from a Dutch university can take part in the MAP procedure for SET/AT/S&C if they have secured at least 135 ECs in their BSc program, measured in July of each academic year at the completion of the regular exams at the end of Q4. Students missing more than 45 ECs at this stage need to take part in the MAP procedure for SET/AC/S&C of the next year.
- All pre-Master and international students enrolling in one of the MSc programs need to take part in the MAP procedure.
- The same regulations apply to transfer students (zij-instromers) enrolling in one of the MSc programs during the ongoing academic year. Transfer students may select and be allocated to an undersubscribed section after consultation with their academic advisor, or they can choose to take part in the first upcoming MAP procedure following their MSc subscription. The same holds for any BSc or MSc student who has for whatever reason not taken part in the MAP procedure of the running academic year.
- The MAP procedure will allocate each of the students to a particular division for ME and section for the other master's programs. The validity of this allocation holds for a maximum of one year, until the start of the MAP procedure of the next academic year. Students are expected to start their MSc program within that time frame. If it turns out that a student did not receive any credit points from his/her course program by then, the previous allocation is canceled, and the student needs to retake the complete MAP procedure of the next academic year. This regulation also applies to transfer students (zij-instromers) and all other students who did not initially take part in the MAP procedure of the running academic year.
- Enrolled students who have received credit points in their master program after allocation are not allowed to take part in the MAP procedure for the same program in the next academic years.
- Students enrolled in one of the master's programs who wish to change their allocated section (division for ME) need to consult their academic advisor and can only be allocated to an undersubscribed section (division for ME).
- Students who would like to change from the MSc program ME to one of the interdepartmental master's programs AT, SET or S&C, or vice versa, cannot keep their allocation. They must take part in the MAP of the MSc program of their choice in the upcoming year. They can, however, be allocated to an undersubscribed section, after consultation with their academic advisor.

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<sup>2</sup> In order to safeguard quality of supervision in the S&C program, the number of students that can enroll in a particular section is capped for all sections that are involved.

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- Students who are not covered by these regulations need to make an appointment with their academic advisor to discuss their options.

### Fixing supervision capacity per section

The Dean and the section leaders of the sections determine the supervision capacity of each section once a year, i.e. fixing the maximum number of MSc students allowed to enroll in the section. The section's total supervision capacity is spread over the MSc programs

- *Regarding the interdepartmental MSc programs SET, AT and SC*

An estimate will be made of the total number of students enrolling in each of the interdepartmental MSc programs. For the most popular sections participating in one of the interdepartmental MSc programs (so also for the popular sections from other departments) a maximum cap per program will be fixed and agreed upon. If it turns out that the total intake of students is larger than the estimated intake, the caps are adjusted proportionally.

- *Regarding the MSc program ME*

The number of places available for a division is equal to the sum of the numbers of places in the sections that constitute a division. The total number of places available for Mechanical Engineering will be larger than the total intake of Mechanical Engineering students. If it turns out that the total intake of students is larger than the estimated intake, the caps are adjusted proportionally. This implies that every student enrolled in the MSc program ME has the guarantee to be allocated to a division.

### Selection Procedure

Students who wish to enroll in one of the MSc programs coordinated by Mechanical Engineering (ME, SET, AT and S&C) indicate in Osiris their 1st, 2nd and 3rd section preference in case of SET, AT and S&C and in case of ME their 1<sup>st</sup> and 2<sup>nd</sup> division preference. Students provide a CV and motivation letter, both in English, for their first choice via Canvas. Please use our guideline ([click here](#)) to get started. Students enrolled in the MSc program S&C also need to complete a questionnaire.

The oversubscribed sections (or divisions in case of ME) within the department of Mechanical Engineering will select students based on several criteria to be reflected in the CV and motivation letter, such as choice of electives, professional skills, interests, extracurricular activities outside study, and so on. For the MSc program S&C also the sections from the department Electrical Engineering are involved in the selection process.

If a student has the opinion that the regulations and rules determined in this MAP procedure have not been respected, he/she can object via Education and Students Affair (ESA), see <https://studiegids.tue.nl/organisatie/regelingen-en-gedragcodes/studentenstatuut>.

### Timeline + implementation ME

The allocation of students to a division enrolling in the MSc program Mechanical Engineering takes place at the end of Q4 of academic year 2022/23. Students enrolling in the master's program ME choose between divisions and are allocated to a mentor from a section in the division. During the master phase a student can select one of the sections within the allocated division. The moment this selection has to be made depends on the division and is to be discussed with the mentor.

1. At the start of Q4 of each year, the total supervision capacity of each of the sections and an estimate of the split over the MSc programs will be communicated.

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2. TU/e BSc students and Mechanical Engineering pre-Master's students indicate their 1<sup>st</sup> and 2<sup>nd</sup> division preference. The deadline for this coincides with the end of Q4. Students must upload a CV + a motivation letter, both in English, for their 1st choice.
3. For all divisions the department provides an overview of the number of students who have indicated a division as their 1<sup>st</sup> preference. The final number for the supervision capacity of each division and the split over the different MSc programs will also be listed.
4. Students are given the opportunity to change their initial choice and upload a modified CV and/or motivation letter.
5. Selection round 1: (3 - 5 July 2023)<sup>3</sup>
  - Students are allocated on the basis of their first choice if there is sufficient supervision capacity in the division of their preference;
  - Students are selected by the oversubscribed division on the basis of their first choice based on the provided CVs and motivation letters. The outcome will be communicated via Canvas on
  - July 26<sup>th</sup>, 2023
6. Selection round 2: (6- 7 July 2023)
  - Students who are not selected after round 1 will be allocated to their second choice if there is sufficient capacity in the corresponding division;
  - Students are selected by the oversubscribed division on the basis of their second choice (based on their CV and motivation letter. The outcome will be communicated via Canvas on June 27
7. A small number of transfer students (zij-instromers) enrolls in the program halfway the year. These transfer students can be directly allocated to an undersubscribed Division of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming academic year.
8. Transfer and international students do not have access to Canvas. They will participate in the procedure and receive communication by email.

- 1 <sup>st</sup> , 2 <sup>nd</sup> research Division preference in OSIRIS 4MAPMW Upload CV + motivation letter in CANVAS 4MAPMW	Closed	- Change preference for research Division in OSIRIS - Optionally upload new CV + motivation letter	Selection round 1	Selection round 2
	1 <sup>st</sup> research Division preference will be communicated			
24 April – 23 June, 2023	26 June 2023	26 -29 June, 2023	3 -5 July 2023	6 - 7 July 2023

**Timeline + implementation SET and AT**

<sup>3</sup> The dates provided are for the intake of the 2023-2024 academic year.

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The allocation of students to a section enrolling in the SET or AT MSc programs starts at the beginning of Q1 when specialization information meetings are organized. After the specialization meetings students apply for a section in which they want to perform their thesis work. The new allocation procedure within the Department of Mechanical Engineering directly affects students who would like to perform their thesis work in one of the sections in the Department of Mechanical Engineering. This procedure can also affect students choosing a section in one of the partner departments.

1. At the start of Q4 of the former academic year, the total supervision capacity of each of the sections and an estimate of the division over the MSc programs is set and will be communicated<sup>4</sup>;
2. Specialization Information Meetings: *(Week 2 of Q1)*  
In week 2 of Q1 central meetings are organized to inform students about the possibilities for specialization. The sections involved from all participating departments present themselves. In the next two weeks sections can organize extra information meetings for interested students or students can contact sections for extra information.
3. Students indicate their 1st, 2nd and 3rd section preference. Students must upload a CV + a motivation letter for their 1st choice.  
*Deadline: Monday October 2<sup>nd</sup> 9:00 AM, week 5 of Q1;*
4. Selection round 1: *(Week 5 of Q1)*
  - Students are allocated on the basis of their first choice if they choose for a section without a cap. This allocation still needs to be approved by the section leader;
  - Students are allocated on the basis of their first choice if they choose for a section in the Department of Mechanical Engineering with sufficient supervision capacity;
  - Students are selected by the oversubscribed sections in the Department of Mechanical Engineering on the basis of their first choice based on the provided CVs and motivation letters.
  - All students are informed about their allocation in the second half of week 5.
5. Selection round 2: *(First half of week 6 of Q1)*
  - Students who are not selected after round 1 will be allocated to their second choice (or third choice if the second choice is an oversubscribed section that is capped after selection round 1) if their second choice (or third choice) is for a section in the Department of Mechanical Engineering with sufficient supervision capacity or for a section in one of the partner departments. The latter allocation still needs to be approved by the section leader;
  - Students are selected by the oversubscribed section on the basis of their second choice (or third choice<sup>5</sup>) based on their CV and motivation letter.
  - Students who are allocated to their second choice are informed about their allocation in the second half of week 6.
6. Students who have not been accepted for their second choice after selection round 2 will be allocated to their third choice if their third choice is for a section in the Department of Mechanical Engineering with sufficient supervision capacity or for a section in one of the partner departments. The latter allocation still needs to be approved by the section leader. Students who are allocated to their third choice are informed about their allocation in the second half of week 6.
7. After two selection rounds, a small number of students with their first and second choice for a section in the Department of Mechanical engineering may be allocated to a section of their third

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<sup>4</sup> This is only possible for the MSc program AT in which 3 sections participate with a cap.

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choice outside the Department of Mechanical Engineering<sup>5</sup>. A 'Match Making Meeting' will be organized with the sections of their third choice to ensure these students are also offered an attractive place. Existing cross links between the oversubscribed sections in the Department of Mechanical engineering (their first and second choice) and the section of their third choice may be exploited.

8. For students allocated to a section in one of the partner departments and of whom the allocation is not approved by the section leader, the Graduate Program Director will make a proposal for a match with a section on the basis of his/her 1st, 2nd and 3rd section preference.
9. A small number of transfer students (zij-instromers) enrolls in the program halfway the year. These transfer students can be directly allocated to a section in one of the partner departments or to an undersubscribed section in the Department of Mechanical Engineering of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming new academic year. These students need to contact their academic advisor for allocation.

Centrally organized specialization information meeting	Possibility for sections to organize an extra information meeting	<p>➤ 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference for a section in OSIRIS</p> <p>STUDENT:</p> <p>4MAPAT / 4MAPSET</p> <p>➤ Upload CV + motivation letter in CANVAS</p>	<p>➤ Selection round 1</p> <p>➤ Allocation in second half of week 5</p>	<p>➤ Selection round 2 / 3</p> <p>➤ Allocation in second half of week 6</p>
Week 2 of Q1 11 – 15 Sept	Week 3 – 4 of Q1 18 – 29 Sept	Deadline 2 Oct 2023, 9:00 AM <u>Open: Tuesday 19 Sept</u>	Week 5 of Q1 2 – 6 Oct	First half of week 6 of Q1 9 – 13 Oct

<sup>5</sup> There is a hypothetical case that after two selection rounds a very small number of AT-students may remain without an allocated section. A 'Match Making Meeting' will be organized with the undersubscribed section to ensure these students are also offered an attractive place. Existing cross links between undersubscribed and oversubscribed sections in the Department of Mechanical Engineering may thereby be exploited. The Graduate Program Director will make a first proposal for a match of a student with a section on the basis of his/her 1st, 2nd and 3rd choice.

### **Timeline + implementation S&C**

The allocation of students to a section enrolling in the interdepartmental MSc program SC starts at the beginning of Q1 when specialization information meetings are organized. After the specialization meetings students choose a section in which they want to perform their thesis work.

1. At the start of Q4 of the former academic year, the total supervision capacity of each of the sections and an estimate of the division over the MSc programs is set and will be communicated.
2. Specialization Information Meetings: *(Week 2 of Q1)*  
Central meetings are organized to inform students about the possibilities for specialization. The sections involved from all participating departments present themselves. In the next two weeks students can contact sections for extra information or sections can organize extra information meetings for interested students.
3. Students indicate their 1st, 2nd and 3rd section preference. Students must upload a CV + a motivation letter for their 1st choice. In addition, they need to fill out and upload a questionnaire.  
*Deadline: Monday October 2<sup>nd</sup>, 9:00 AM, week 5 of Q1;*
4. Selection round: *(Week 5 of Q1)*
  - Students are allocated on the basis of their first choice if none of the participating sections in the program is oversubscribed.
  - Students who have opted for an oversubscribed section as their first choice are selected by all participating sections in the program based on the provided CVs, motivation letters and completed questionnaires.
  - All students are informed about their allocation in the second half of week 5.
5. A small number of transfer students (zij-instromers) enrolls in the program halfway the year. These transfer students can be directly allocated to an undersubscribed section in the MSc program of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming new academic year. These students need to contact their academic advisor for allocation.

Centrally organized specialization information meeting	Possibility for sections to organize an extra information meeting	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference for a section in OSIRIS</li> <li>STUDENT: 4MAPSC</li> <li>➤ Upload CV + motivation letter + questionnaire in CANVAS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Selection round</li> <li>➤ Allocation in second half of week 5</li> </ul>
Week 2 of Q1 11 – 15 Sept	Week 3 – 4 of Q1 18 – 29 Sept	Deadline 2 Oct 2023, 9:00 AM <u>Open: Tuesday 19 Sept</u>	Week 5 of Q1 2 – 6 Oct