

Description Master Allocation Procedure for the academic year 2024-2025

Department of Mechanical Engineering

Introduction

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).

In order to ensure that MSc students will get a mentor in time, a procedure has been implemented within the Department of Mechanical Engineering to allocate students to sections or divisions. The role of the mentor is described in detail in the guidelines for mentors. Timely allocation of a mentor is important to help students choose the courses before the start of the first quartile for students ME and in the beginning of Q2 for students AT, S&C and SET.

The regulations for the procedure presented below apply to all four programs. 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
- Allocation Procedure
- Timeline and implementation:
 - Timeline + implementation ME
 - Timeline + implementation SET and AT
 - Timeline + implementation S&C

Procedure “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.
- 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

a section or division 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.
- 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.
- 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 a section, after consultation with their academic advisor.

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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.

Allocation 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 section preference in case of SET, AT and S&C and in case of ME their division preference. Students provide a CV and short motivation letter, both in English, for their 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 sections (or divisions in case of ME) within the department of Mechanical Engineering will allocate students to a mentor based on CV and motivation letter, such as choice of electives, professional skills, interests, extracurricular activities outside study, and so on, or personal preference of the student for a mentor.

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 2023/24. 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.

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1. TU/e BSc students and Mechanical Engineering pre-Master's students indicate their 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 preference.
2. A small number of transfer students (zij-instromers) enrolls in the program halfway the year. These transfer students can be directly allocated to a division of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming academic year.
3. Transfer and international students do not have access to Canvas. They will participate in the procedure and receive communication by email.

Timeline + implementation SET and AT

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. 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.
2. Students indicate their section preference. Students must upload a CV + a motivation letter for their preference.
Deadline: Monday September 30 9:00 AM, week 5 of Q1;
3. 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 a 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.

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. 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.
2. Students indicate their 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 September 30, 9:00 AM, week 5 of Q1;*
3. 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 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.