

## 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 AT, S&C and SET

### 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.
- 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 (master ME) 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 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

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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 master 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 (division for master ME), after consultation with their academic advisor.
- Students who are not covered by these regulations need to make an appointment with their academic advisor to discuss their options.

### Participation in the MAP 2024-2025

We recommend that the following students participate in the MAP 2024-2025

- BSc students of the TU/e with direct access to the MSc ME/AT/S&C/SET who expect to start the MSc ME/AT/S&C/SET in Q1, Q2, Q3 or Q4 of 2024-2025
- BSc students of other Dutch universities who expect to start the MSc ME/AT/S&C/SET in September 2024
- TU/e pre-master students ME/AT/S&C/SET of cohort 2023-2024, who intend to continue at TU/e with the master's program
- International students who registered for MSc ME/AT/S&C/SET before May 1<sup>st</sup> 2024 and expect to be admitted to the MSc program in 2024-2025

We recommend that the following students don't participate in the MAP 2024-2025

- Students who are admitted to the MSc ME/AT/S&C/SET in 2024-2025, but plan to spend a fulltime year in a student team. These students are advised to participate in the MAP 2025-2026, when they actually will start the MSc program.

### 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 section preference in case of SET, AT and S&C and in case of ME 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 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.

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.

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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.

In the master's program ME it is possible to participate in one of the eight tracks. Also if you want to participate in a track, you have to participate in the MAP. The involvement of the research sections of the department ME in the tracks is indicated in the table below. If you want to participate in a track, please choose a division which has a major involvement in the track. In that case, and especially for the tracks CE and EFM, indicate in your motivation letter that you want to participate in a specific track. In this way you will be allocated to a mentor who is involved in the track. More information about the divisions and research sections can be found on [the education guide](#)

	CEM			TFE		DSD		
	MoM	MS	PP	PF	ET	CST	DC	RBT
Advanced Manufacturing across the Scales (AMS)	XX	XX	XX			X	X	
Computational Engineering (CE)	XX	X	XX	XX	XX	XX	XX	XX
Energy Conversion and Storage (ECS)				XX	XX			
Engineering Fluid Mechanics (EFM)			XX	XX	XX			
Engineering Solid Mechanics (ESM)	XX	X	XX					
Materials for High-Tech Systems Design (MHS)	XX	X	XX			X		
Mechatronic Systems Design (MSD)						XX	XX	XX
Robotics (Rob)						X	X	XX

XX major involvement

X minor involvement

**Timeline + implementation AT, S&C and SET**

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.

Centrally organized specialization information meeting	Possibility for research sections to organize an extra information meeting	Upload CV and motivation letter in Canvas (4MAPAT, 4MAPSC, 4MAPSET) for preferred section	Allocation of students to research sections
Week 2 of Q1 9 - 13 Sept	Week 3-4 of Q1 16-27 Sept	Deadline Monday 30 Sept 2024, 9:00 AM Open: Tuesday 17 Sept	End of week 5 of Q1 2-3 Oct

The allocation of students to a section enrolling in the AT, S&C and SET MSc programs starts at the beginning of Q1 when specialization information meetings are organized. After the specialization meetings students apply for a research group in which they want to perform their thesis work.

1. Specialization Information Meetings: *(Week 2 of Q1)*

In week 2 of Q1 central meetings are organized for each of the programs separately to inform students about the possibilities for specialization. The participating research groups from the different departments present themselves. In the following two weeks, research groups organize additional information sessions for interested students or give students other ways to contact them for additional information.

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2. Students choose a research group in which they want to specialize. Starting this year, none of the research groups has a capacity limitation. Hence, all students will be allocated to their first preference. In order to effectively allocate students to the right mentor, students are asked to send in a CV and motivation letter, **both in English**.

Students must register in OSIRIS 4MAPAT, 4MAPSC or 4MAPSET (2024-2025) to upload CV and motivation letter.

*Deadline: Monday September 30 9:00 AM, week 5 of Q1;*

3. All students are informed about their allocation in the second half of week 5.
4. All students who plan to start with the MSc AT, S&C and SET during 2024-2025 are encouraged to participate in the MAP 2024-2025.  
Transfer students (zij-instromers) who enroll in the program in the course of the academic year, but did not participate in the MAP 2024-2025, must contact the academic advisor. Via the academic advisor they can be directly allocated to a research group of their choice without any restriction (the only requirement is that there is a match between the student's background and interest and the chosen section) or they can choose to take part in the MAP procedure of the upcoming academic year. The academic advisor will introduce them to the contact person of the chosen research section.
5. For students allocated to a research 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 another section.