TU/e STUDENT STATUTE
Institute section
2014-2015

Approved by the Executive Board on June 17th, 2014
after receiving the consent of the University Council on June 19th, 2014
STUDENT STATUTE

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1 GENERAL CONDITIONS

What is a student statute and why does it exist? The student statute contains the mutual rights and obligations of TU/e and the student; the law states that there must be a student statute and that it must be made known to the students. The student statute consists of two parts: an institute section (which applies to all of TU/e) and a program section (which differs per program); the program section is part of the digital study guide.

This is the institute section of the TU/e student statute. It is primarily based on the Higher Education and Research Act (WHW), but other legislation is mentioned where relevant.

1.1 Definitions
In this student statute, the following terms and abbreviations have the following meanings:

AWB General Administrative Law Act
BSA binding recommendation on the continuation of studies
CBE Examination Appeals Board (see chapter 7)
CROHO Central Register of Higher Education Study Programs (see chapter 2)
CvB the TU/e Executive Board
DUN Dienst Uitvoering Onderwijs (national regulatory body for issues pertaining to education)
ER Examination Regulations
external student a person who is enrolled at TU/e to take the interim and final examinations of a program, but is not permitted to attend lectures or practical exercises or receive supervision
FR Departmental Council
higher education university education (WO) and higher professional education (HBO)
institute Eindhoven University of Technology, abbreviated as TU/e
major the compulsory discipline-specific part of the Bachelor’s program, worth 90 credits
Minister the Dutch Minister of Education, Culture and Science (OCW)
OER the education and examination regulations, i.e. regulations concerning education and interim and final examinations for each program or group of programs, as determined by the Departmental Board (or its intermediary)
program: a cohesive whole of study components, aimed at realizing well-defined goals with regard to the knowledge, insight and skills that must be mastered by all students who complete the program
OASE Online Active Study Environment
credit a study credit according to the European Credit Transfer System. One credit equals 28 hours of study. 60 credits are equal to 1,680 hours of study
STU Education and Student Service Center
student a person who is following a degree program in higher education and is enrolled in a degree program in accordance with the TU/e ‘Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment’.
academic year the period starting on September 1st and ending on August 31st of the following year
In this student statute, wherever “he” is used, this also includes “she”.

1.2 Legal background and how to use this statute
The rights or obligations described in the student statute are directly based on the WHW, or on regulations and decisions based on the WHW. At the end of every chapter or, if necessary, every paragraph, the relevant WHW sections are indicated under the heading “Legislation” and the relevant TU/e regulations under the heading “Regulations”. Anyone with specific questions or who needs further information can contact one of the departments or officials mentioned under the heading “For more information”. The addresses and telephone numbers of these departments and officials can be found at the back of this student statute. At the back of the statute there also is a summary of all TU/e regulations mentioned in the statute and where they can be consulted.

1.3 Scope
The student statute applies to TU/e students only. If a provision also applies to external students, this is mentioned explicitly.

1.4 Content and publication of the statute
The student statute describes the rights and duties of TU/e students, as laid down in statutory provisions and regulations established by the CvB. This enables students to discover which regulations apply to them. The statute also serves to inform every student at the enrollment of a new academic year what he is entitled to expect from the institute in terms of education and related facilities, as well as what the institute expects of him. The statute also includes an overview of the legal protection to which students are entitled.
In the event that the statute is or could become in breach of the law, the student cannot derive any rights from it; the formal law prevails over the statute. The CvB therefore ensures that the statute is in compliance with the law and is modified to accommodate changes in the law. Changes to the content of the student statute and any regulations described in the statute occurring during the academic year will be made known.

TU/e considers it very important that the students can remain informed of the contents of the student statute. When they enroll, all students receive an accompanying letter notifying them of the student statute, its importance, where it can be found on the TU/e website and the option to print it out or request a printed version from the STU, the departmental secretariat or administration offices.

Further information regarding the student statute
Legislation: - Article 7.59 of the WHW
For more information: - STU, phone no. +31 (0) (40) 247 47 47, www.tue.nl/stu
2 ACCESS AND ADMITTANCE

This chapter describes the programs TU/e offers and the prior education students need to enroll in them.

2.1 The programs at TU/e

TU/e offers three-year Bachelor’s programs and two-year Master’s programs. More information on the education provided within the Bachelor-Master structure can be found in chapter 4. All the following information applies to the initial education given by TU/e, i.e. the Bachelor’s-Master’s programs following a pre-university education. However, TU/e also provides post-initial education, which can only be taken after successfully completing a Master’s program. TU/e’s post-initial programs are the programs of TiasNimbas and PhD programs.

TU/e offers the following ‘new style’ Bachelor’s programs within the Bachelor College:

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<tr>
<th>Program</th>
<th>Name of majors</th>
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<td>Biomedical Technology</td>
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<td>Medical Sciences and Engineering</td>
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<td>Architecture, Building and Planning</td>
<td>Architecture, Building and Planning</td>
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<td>Electrical Engineering</td>
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<td>Industrial Engineering</td>
<td>Industrial Engineering and Management Science</td>
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<tr>
<td>Innovation Sciences</td>
<td>Psychology and Technology</td>
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<td></td>
<td>Sustainable Innovation</td>
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<td>Chemical Engineering and Chemistry</td>
<td>Chemical Engineering and Chemistry</td>
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<td>Computer Science and Engineering</td>
<td>Software Science</td>
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<td>Web Science</td>
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<tr>
<td>Applied Physics</td>
<td>Applied Physics</td>
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<tr>
<td>Industrial and Applied Mathematics</td>
<td>Industrial and Applied Mathematics</td>
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<tr>
<td>Mechanical Engineering</td>
<td>Mechanical Engineering</td>
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</table>

Access to the ‘old-style’ Bachelor’s programs closed on September 1st, 2012. These programs are being phased out. Currently enrolled students have the opportunity to pass their propaedeutic examination up to and including August 31st, 2014. They can take the Bachelor’s examination up to and including August 31st, 2016. The transition arrangements are specified in parts A and B of the OER for the Bachelor’s programs. Currently enrolled students can submit a request to the Examination Committee for transference to the ‘new style’ Bachelor’s programs offered within the Bachelor College. The rules applicable to this can be found in the OER of the Bachelor’s programs within the Bachelor College.

The ‘old style’ Bachelor’s programs are:

- Biomedical Engineering
TU/e offers the following Master’s programs:

- Applied Physics
- Architecture, Building and Planning
- Automotive Technology
- Biomedical Engineering
- Business Information Systems
- Chemical Engineering
- Computer Science and Engineering
- Construction Management and Engineering
- Electrical Engineering
- Embedded Systems
- Human-Technology Interaction
- Industrial and Applied Mathematics
- Industrial Design
- Innovation Management
- Innovation Sciences
- Mechanical Engineering
- Medical Engineering
- Operations Management and Logistics
- Science Education and Communication
- Science and Technology of Nuclear Fusion
- Sustainable Energy Technology
- Systems and Control

There are a number of special Master’s tracks that do not have the formal status of Master’s programs, but which are strongly supported by TU/e. Students who register for one of these tracks will be registered with DUO as being enrolled in the Master’s programs specified in brackets below:

- Broadband Telecommunication Technologies (Master’s programs: Electrical Engineering & Applied Physics)
- Care and Cure (Master’s program Electrical Engineering)
- Fluid and Solid Mechanics (Master’s program: Mechanical Engineering)
- Information Security Technology, EIT ICT labs Embedded Systems and EIT ICT Service Design and Engineering (Master’s program: Computer Science and Engineering)
- Regenerative Medicine & Technology (Master’s program: Biomedical Engineering)
• SELECT (Master’s program: Sustainable Energy Technology).

The Master’s programs in Construction Management and Engineering, Embedded Systems, Science Education and Communication, Sustainable Energy Technology, and Systems and Control are given jointly by TU/e, Delft University of Technology and the University of Twente.

The CROHO is a national register of all programs offered by Dutch institutes of higher education and higher professional education. It includes information about whether the program is full-time or part-time. Programs that are not listed in the CROHO are not programs as referred to in the WHW. The CROHO is managed by the DUO.

The structure of the program can be seen in the CROHO (also please see educationguide.tue.nl).

Intake via a pre-Master’s program
Higher professional education (HBO) graduates or university Bachelor’s graduates can be admitted to related Master’s programs – after successfully completing their program at an HBO institute or by completing their university Bachelor’s degree – by taking a pre-Master’s program worth up to 40 credits within the Bachelor’s program at TU/e. Students must enroll by July 1st at the latest (or December 1st if they intend to begin on February 1st) in order to participate in a pre-Master’s program. There are pre-Master’s programs for all the Master’s degree programs at TU/e. In cooperation with the Fontys University of Applied Sciences, TU/e also offers ‘excellence programs’, which are designed for excellent HBO students who take extra courses at TU/e in addition to their BBO program. This enables them to complete all or part of the pre-Master’s program during their HBO program, which will result in a time gain for these students.

The Admissions Committee for the relevant Master’s program will determine the study load for the pre-Master’s program no later than August 15th (or January 15th in the case of programs beginning on February 1st), so that the fees for the relevant program can be set on the basis of the program anticipated. Pre-Master’s students pay fees according to the number of credits (they no longer pay regular tuition fees).

Pre-Master’s programs have to be completed before a Master’s program can be begun.
Students who started a pre-Master’s program on or after September 1st, 2012, must complete 75% of this program within one year. If a student fails to do so, he will not be permitted to enroll for the same pre-Master’s program, or another pre-Master’s program relating to the same Bachelor’s program, for a period of three years.

In cases where a student has been demonstrably disadvantaged due to the timetabling of the pre-Master’s program, it is possible for the pre-Master’s program to be extended by a maximum of 20 credits with Master’s program study components, after the Examination Committee has granted permission for this. The Examination Committee assesses whether a student has sufficient prior knowledge to take specific Master’s program study components. Completed Master’s program study components do not count towards the 75% of the pre-Master’s program that students must complete within one year. Any Master’s program study components that a student has taken and passed during the pre-Master’s program count as exemptions in the Master’s program.

More information on pre-Master’s programs and how to start them can be found at educationguide.tue.nl or in the OER of the Master’s program.
Further information on the programs

Legislation and regulations:
- Articles 7.3, 7.3a, 7.3b, 7.3c, 7.7 and 7.13 of the WHW
- Article 7.57i of the WHW
- OERs of the individual programs.

Publications:
- educationguide.tue.nl

For more information:
- departmental academic advisors
- STU, phone no. +31 (0) (40) 247 47 47, www.tue.nl/stu

2.2 Required prior education and additional admission requirements for Bachelor’s programs

2.2.1 Prior education requirements for Bachelor’s programs
Individuals who want to enroll as a student or external student in one of TU/e’s university Bachelor’s programs must meet the following prior education requirements:

a. VWO (pre-university education) certificate;
b. HBO (higher professional education) certificate, with a passed propaedeutic or final examination;
c. WO (university education) certificate, with a passed propaedeutic or final examination;
d. a certificate specified by the Minister, issued in the Netherlands or elsewhere, which is considered to be at least equal to a VWO certificate;
e. a certificate specified by the CvB, issued in the Netherlands or elsewhere, which is at least the equivalent of the VWO certificate in the opinion of the CvB;
f. possession of an entrance-examination (colloquium doctum) decision.

2.2.2 Requirements for the subject package; deficiencies
The Minister of OCW has specified the profiles on which a VWO diploma must be based for a student to be admitted to a specific Bachelor’s program, as well as the subjects that must have been tested as part of the final VWO examination.

For TU/e, this means (on the basis of the VWO profiles available as of August 1st, 2007) that:

- the Nature and Technology profile grants unconditional admission to all Bachelor’s programs;
- the Nature and Health, Economics and Society, and Culture and Society profiles do not grant admission to TU/e Bachelor’s programs, unless the specific prior education requirements, as specified in the appropriate ministerial order, have been met before the start of the program (see ‘Further Information’ section).

The requirement of a sufficient prior education also applies to holders of a certificate as referred to in 2.2.1 under b through e. They, too, cannot be enrolled until the relevant deficiencies have been rectified.

2.2.3 Knowledge of Dutch and English
Students who have had a certificate awarded abroad (as mentioned under 2.2.1, d and e), and who wish to enroll for a Bachelor’s program have to provide proof that they have sufficient knowledge of Dutch and/or English. The Dutch-language requirement does not apply to the Bachelor’s programs in Industrial Design (major: Industrial Design), Computer Science and Engineering (majors: Software Science & Web Science), Electrical Engineering (majors: Electrical Engineering & Automotive) and Innovation Sciences (majors: Psychology and Technology & Sustainable Innovation), as these are taught in English. The CvB may decide
that the holder of the certificate cannot take any interim or final examinations until he has proven to the appropriate Examination Committee that he has sufficient knowledge of Dutch and/or English to follow the program successfully. The CvB may also rule that the student in question will not be admitted to the desired program as long as the above-mentioned proof has not been provided.

For admission to a Master’s program, students must provide evidence that they have sufficient knowledge of English. The requirements regarding the standard of English are specified in the OER of the Master’s program concerned. The English-language requirements do not apply to the Dutch-taught Master’s degree program in Science Education and Communication.

STU provides Dutch and English language courses.
The use of Dutch or foreign languages in the program is further elaborated in chapter 4, section 4.8.

Further information on mandatory prior education and additional admission requirements for Bachelor’s programs
Legislation and regulations: - Articles 7.24 to 7.29 of the WHW;
- Order of the State Secretary for Education, Culture and Science of February 25th, 2011, amending the Order on specific prior education requirements for higher education (2007), (revised appendices), amending the Order on supplementary requirements for higher education and art education (revised appendices), and amending the Order specifying higher education programs regarding the admission of deficient students (2007);
- entrance-exam decision (colloquium doctum): see the relevant article in the OERs of the various Bachelor’s degree programs
Publications: - departmental academic advisors
- STU, phone no. +31 (0) (40) (247) 47 47, www.tue.nl/stu
- Cluster for Languages and Intercultural Communication, phone no. +31 (0) (40) (247) 29 12;
- Central Admissions Committee, +31 (0) (40) (247) 47 47

2.3 Admission to the program after the propaedeutic phase
All Bachelor’s programs, as referred to in paragraph 2.1, have their own propaedeutic phase which concludes with a propaedeutic examination. The main rule is that students holding a propaedeutic certificate will be admitted to the post-propaedeutic phase of a Bachelor’s program. With regard to binding recommendations on the continuation of studies, it has been determined that a student is permitted to follow second-year study components and take interim examinations if he has received a positive study recommendation. See paragraph 4.7.
Anyone holding a Dutch or foreign certificate that the CvB considers at least equal to the propaedeutic examination of a Bachelor’s program can be granted exemption from this examination.

Further information on admission to programs after the propaedeutic phase
Legislation: - Articles 7.30 of the WHW
Publications: - educationguide.tue.nl
For more information: - departmental academic advisors
- STU, phone no. (+31) (0) (40) (247) 4747, www.tue.nl/stu
2.4 Admission to university teacher-training programs

TU/e offers students the opportunity to qualify as pre-university education (VHO) teachers in mathematics, physics, chemistry or computer science. There are two options:

- students can obtain a second level teaching qualification (permission to teach at VMBO, or the first three forms at HAVO or VWO) as part of the Bachelor’s program by passing two cohesive elective packages (worth 30 credits in total), which together constitute the ‘statutory education minor’. The packages as such are widely accessible, but the teaching qualification can only be obtained by students of the Bachelor’s degree subjects specified in the table for education minors drawn up by the Ministry of Education, Culture and Science (OCW);
- a first level teaching qualification (permission to teach all forms in secondary education) is linked to the Master’s degree program in Science Education and Communication (SEC) with the following specializations: VHO teacher of mathematics, VHO teacher of physics, VHO teacher of chemistry. This Master’s program is worth 120 credits.

Entry to the Master’s program in SEC (teacher training) is possible via several routes:

1. After the Bachelor’s program, the Master’s degree in SEC (teacher training) is directly accessible from the Bachelor’s programs in Industrial and Applied Mathematics, Applied Physics, Chemical Engineering & Chemistry or Computer Science and Engineering. Admission is also possible from other Bachelor’s programs (e.g. Electrical Engineering and Mechanical Engineering) with limited additional subject requirements that can often be met within the SEC Master’s program.

2. Through a double degree, whereby the Master’s program in SEC (teacher training) is combined with a Master’s subject at TU/e. The total number of credits for a double degree depends on the subject, and is between 150 and 180 credits for two Master’s programs.

3. Students who hold a Master’s degree in a technical subject or an exact science can take a condensed program of one year. These students may qualify for exemptions.

Additional financial assistance options are available for the Master’s in SEC (teacher training) because it trains students for a profession in education.

Information on TU/e university teacher-training programs can be obtained from the persons listed below. See also www.tue.nl/eso

Further information on the university teacher-training program

Legislation and regulations:
- Article 7.30.c of the WHW
- Eindhoven School of Education, phone no. +31 (0) (40) (247) 30 95
- Dr H.J.M. Sterk (teacher for Mathematics)
- Dr L. de Putter-Smits PDEng (teacher for Physics)
- ir. P.F.A.M. Janssens (teacher for Chemistry)
- ir. Elise Quant (coordinator of SEC Master’s program)
### 2.5 Master’s program admission requirements

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<tr>
<th>Bachelor’s program ‘old style’</th>
<th>Subsequent Master’s program</th>
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<tr>
<td>1. Biomedical Engineering</td>
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<td>Medical Engineering</td>
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<td>2. Architecture, Building and Planning</td>
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<td>Construction Management and Engineering</td>
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<td>3. Electrical Engineering</td>
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<td>Science and Technology of Nuclear Fusion</td>
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<td>Embedded Systems</td>
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<td>Systems and Control</td>
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<td>4. Industrial Design</td>
<td>Industrial Design</td>
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<td>5. Chemical Engineering and Chemistry</td>
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<td>Chemical Engineering</td>
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<td>Sustainable Energy Technology</td>
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<td>Science Education and Communication</td>
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<td>(specialization in Chemistry)</td>
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<td>6. Industrial Engineering and Management Science Operations Management and Logistics</td>
<td>Innovation Management</td>
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<td>Business Information Systems</td>
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<td>Construction Management and Engineering</td>
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<td>7. Computer Science and Engineering (Computer Science and Engineering)</td>
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<td>(specialization in Computer Science)</td>
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<td>8. Innovation Sciences</td>
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<td>10. Industrial and Applied Mathematics</td>
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### ‘New style’ Bachelor’s programs within the Bachelor College

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<th>1. Biomedical Engineering</th>
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<td>Medical Engineering</td>
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<td>Industrial Design</td>
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</table>
6. Industrial Engineering and Management Science
   - Specialization in Chemistry
   - Sustainable Energy Technology
   - Industrial Design
   - Innovation Sciences

   - Operation Management and Logistics
   - Innovation Management
   - Business Information Systems
   - Construction Management and Engineering
   - Industrial Design
   - Innovation Sciences

7. Computer Science and Engineering
   - Software Science
   - Web Science

   - Computer Science and Engineering
   - Business Information Systems
   - Embedded Systems
   - Science Education and Communication
   - (specialization in Computer Science)
   - Industrial Design
   - Innovation Sciences

   - Computer Science and Engineering
   - Business Information Systems
   - Science Education and Communication
   - (specialization in Computer Science)
   - Industrial Design
   - Innovation Sciences

8. Innovation Sciences
   - Sustainable Innovation
   - Psychology & Technology

   - Innovation Sciences
   - Human-Technology Interaction
   - Industrial Design

   - Human-Technology Interaction
   - Industrial Design
   - Innovation Sciences

9. Applied Physics
   - Sustainable Energy Technology
   - Science Education and Communication
   - (specialization in Physics)

   - Science and Technology of Nuclear Fusion
   - Industrial Design
   - Innovation Sciences

10. Industrial and Applied Mathematics
    - Automotive Technology
    - Industrial and Applied Mathematics
    - Systems and Control
    - Science Education and Communication
    - (specialization in Mathematics)
The following admission requirements apply for enrollment in one of the aforementioned Master’s programs:

a. a degree from the preceding Bachelor’s program; this gives the graduate unconditional admission to the associated Master’s program. It some cases, the Bachelor’s program must have contained a specific specialization ('major’ in the new-style Bachelor’s programs). This has to be mentioned in the OER of the Master’s program in question.

b. students who have not obtained a degree from the preceding Bachelor’s program and are not taking the program, as described under a, need proof of admission, to be granted by the Departmental Board.

All students must have obtained their Bachelor’s degree before starting a Master’s program (this is known in Dutch as the ‘harde knip’ or Bachelor-before-Master rule). Students enrolled in a pre-Master’s program must complete it before they can begin the Master’s program (see also 2.1, Intake via a pre-Master’s program). The rules for the Bachelor-before-Master rule are included in the OER.

Based on the provisions in the WHW, the CvB has established TU/e regulations for admission to Master’s programs 2012, which specify how proof of admission can be obtained. In order to obtain proof of admission, the student has to submit a request to TU/e. This must be done before the start of the academic year to which the request applies, unless the CvB decides otherwise. The request must be submitted to the STU, where the administrative procedures relating to the request and the decision on whether to grant it or not will be taken care of. If all the conditions are met, the STU will issue the proof of admission on behalf of the Departmental Board.

Proof of admission will be granted if the student meets all the admission requirements for the Master’s program. The requirements are equivalent to the knowledge, insight and skills obtained on completion of the preceding Bachelor’s program.

The proof of admission is valid for a limited period of time. The proof of admission will state the period within which the student must have enrolled for the Master’s program concerned. Foreign students can find more information on registering for a TU/e Master’s program at www.tue.nl/admission.
Further information on Master’s program admission requirements

Legislation and regulations:
- Articles 7.30a, 7.30b, 7.30c, 7.30d, 7.30e and 7.31 of the WHW
- TU/e regulations for admission to Master’s programs 2012, approved by the CvB on June 21st, 2012

For more information:
- departmental academic advisors
- STU, phone no. +31 (0) (40) (247) 47 47, www.tue.nl/stu
3 ENROLLMENT AND RELATED RIGHTS AND OBLIGATIONS

The WHW provides for two forms of enrollment: as a student (for a full-time or part-time program) or as an external student (only to take interim and final examinations). Different rights and obligations are attached to these forms of enrollment, and there also is a difference in tuition and examination fees. In certain cases, students who terminate enrollment prematurely may be entitled to a refund of their tuition fees.

3.1 Enrollment

3.1.1 Enrollment as a student and related rights and obligations
Those who are enrolled at TU/e as students in a full-time or part-time program have the following rights:

- participation in the education within the program;
- taking interim and final examinations and taking part in practical exercises within the program;
- access to libraries, laboratories etc., unless the CvB decides that the nature or importance of the education or research precludes this;
- use of student facilities, including STU student advisors;
- student guidance (see chapter 4.4);
- if the Minister or TU/e decides to terminate the program: the opportunity to complete the program within a reasonable period of time at TU/e or at another institute of higher education;
- active and passive right to vote.

In principle, full-time students have the right to a student grant for a certain period of time (see also chapter 4, paragraph 4.6 of this statute). Part-time students never have the right to a study grant.

Students can enroll in one single program or several programs, at the same or at different institutes. They pay the full tuition fee at the institute where they first enroll and may then, under certain circumstances, obtain a reduction of or exemption from tuition fees at the second institute at which they enroll (see also paragraph 3.3 of this statute). The first enrollment is also known as the main enrollment. Which enrollment is the main enrollment affects, for example, the right to purchase a notebook computer from TU/e: students without a primary enrollment at TU/e do not qualify (see paragraph 3.4 of this statute).

3.1.2 Enrollment as an external student
Those who are enrolled at TU/e as external students have the following rights:

- taking interim and final examinations within the program;
- access to the libraries, laboratories etc. unless the CvB decides that the nature or importance of the education or research precludes this.

External students cannot take part in any of the educational components and do not have the right to receive study guidance. As a result of this, it is almost impossible to graduate as an external student. External students do not have the right to a study grant.
3.1.3 Enrollment as a contract student
In addition to the forms of enrollment regulated in the WHW – as a student and as an external student – TU/e also offers the option to enroll as a contract student. This form of enrollment entails various rights and obligations and the costs are different from the regular tuition fee. This student statute does not apply to students enrolled on a contract basis.
For more information on enrollment on a contract basis, see the contract students’ regulations. These regulations can be downloaded from the STU website.

Further information on the enrollment procedure
Legislation and regulations:
- Articles 7.32 through 7.37 of the WHW;
- TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014 (approved by the CvB on February 20th, 2014, and entered into force on March 1st, 2014)
- Regulations for contract students 2012 (approved by the CvB on June 21st, 2012)

For more information:
- STU, phone no. +31 (0) (40) (247) 47 47

3.2 Termination of enrollment
Termination by the student:
Students enrolled in a program can request termination of the enrollment during the academic year using the special enrollment termination form, which is available from the STU service desk. It is important to take account of the following:
1) Termination of enrollment cannot be backdated. It is therefore important to submit the termination form to the STU as soon as possible.
2) Enrollment will always be terminated at the start of the month following the request for termination of enrollment. For example, if a request is submitted on January 19th, 2014, the student’s enrollment will be terminated as of February 1st, 2014.
3) It is not possible to terminate enrollment through Studielink. Students must use the termination of enrollment form for this purpose.

Enrollment can only be terminated with full repayment of tuition or examination fees already paid up to September 1st of the calendar year in which the academic year begins.

See also paragraph 3.3.3. of this statute regarding tuition fee refunds in the event of termination of enrollment.

Termination by the Executive Board
TU/e will terminate a student’s enrollment in a specific Bachelor’s program if he is issued a binding negative study recommendation at the end of the first year of study. Students who have been issued with a binding recommendation on the continuation of studies may not re-enroll in the same program at TU/e for a period of three years. The same applies to students in a pre-Master’s program. If a student in a pre-Master’s program does not meet the 75% study progress requirement in the first year, he will not be permitted to continue the program. In addition, for a period of three years the student will not be admitted to the same pre-Master’s program or another pre-Master’s program linked to the same Bachelor’s program. The Examination Committee may decide otherwise in special circumstances.

If a student fails to pay the tuition fee and continues to do so after being issued with demands to do so, the Executive Board may terminate the enrollment. The law specifies that enrollment
will be terminated as of the second month following the official demand. In other words, if
the student receives the demand in October, his enrollment can be terminated as of December
1st.
The Executive Board can also terminate the enrollment of a student whose conduct or
statements make it clear that he is unfit to practice one or more of the professions for which
he is being trained in the program or unfit for the practical training for said professions. An
example may be a student training to be a teacher, who will be working with children on
completion of the program, who demonstrates pedophile tendencies.

**Further information on termination of enrollment**

**Legislation and regulations:**
- Article 7.42 of the WHW;
- TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014 (approved by the CvB on February 20th, 2014, and entered into force on March 1st, 2014)

**For more information:**
- STU, phone no. +31 (0) (40) (247) 47 47

### 3.3 Tuition and examination fees

#### 3.3.1 Payment of tuition fees and tuition-fee credit

One of the conditions for being enrolled is the payment of tuition fees (for students) or
examination fees (for external students).

For those enrolling as students in full-time programs, there are different rates for tuition fees:
the statutory tuition fee, which has been set at €1,906 for the 2014-2015 academic year, and
the tuition fee set by the CvB (institutional rate), which has two rates in the 2014-2015
academic year: the low institutional tuition fee for students from within the EEA (European Economic Area) (€1,906) and the higher institutional rate for non-EEA students (see 3.3.2).

For students following a pre-Master’s program, fees are calculated on the basis of €31.77 per
credit.

#### 3.3.2 Tuition and examination fees for 2014-2015

<table>
<thead>
<tr>
<th>Amount and type of fee</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A €1,906 (statutory rate)</td>
<td>Bachelor’s, Master’s or pre-Master’s students who: • fulfill the nationality requirement</td>
</tr>
<tr>
<td>B €8,464 (high institutional rate for Bachelor’s students)</td>
<td>Bachelor’s students who: • do not fulfill the nationality requirement Transition regulation (CvB decision of July 16th, 2010): Bachelor’s students who do not fulfill the nationality requirement and who started their study at TU/e before September 1st, 2011, pay €5,829 (transitional institutional rate for Bachelor’s students).</td>
</tr>
<tr>
<td>C €13,226 (high institutional rate)</td>
<td>Master’s and pre-Master’s students who: • do not fulfill the nationality requirement</td>
</tr>
</tbody>
</table>
for pre-Master’s / Master’s students)\hline
Transition regulation (CvB decision of July 16th, 2010): Master’s and pre-Master’s students who do not fulfill the nationality requirement and who started their study at TU/e before September 1st, 2011, pay €9,677 (transitional institutional rate for Master’s students).\hline

| D | €953 (examination fee for external students) | External Bachelor’s, pre-Master’s and Master’s students who: • fulfill the nationality requirement |
| E | €4,232 (examination fee for external Bachelor’s students) | External Bachelor’s students who: • do not fulfill the nationality requirement |
| F | €6,613 (examination fee for external pre-Master’s / Master’s students) | External Master’s / pre-Master’s students who: • do not fulfill the nationality requirement |
| G | €31.77 per credit (fees for pre-Master’s program are calculated per credit) | Fees for pre-Master’s students (both EEA and non-EEA) for following study components as part of a pre-Master’s program or for permission from the Examination Committee to follow Bachelor’s or Master’s study components\(^1\). |
| H | €500 (contract student rate per series of lectures) |  |

At TU/e, the rates for enrollment as a part-time student are the same as those for full-time students.

**Requirements regarding tuition fees**

Nationality requirement:

1. The student is a national of an EU member state or of Norway, Switzerland, Iceland, Liechtenstein or Suriname, or
2. The student is a national of another country, but holds a residence permit that entitles him to a study grant. Students can find out whether this applies to them by doing the nationality check at the DUO website: [http://www.ib-groep.nl/studiepunt/nationaliteitschema/natschema.asp](http://www.ib-groep.nl/studiepunt/nationaliteitschema/natschema.asp)

If the residence permit does entitle the student to a study grant, the STU would like a copy of the letter from the DUO to confirm this.

\(^1\) Because of the extra administrative costs associated with paying for Master’s courses, an administrative fee is charged that is equal to the administrative fee for staggered payment of tuition fees (€24).
Refugee students supported by the Stichting voor Vluchteling-Studenten UAF are entitled to paying the low institutional rate, whether they are enrolled in a Bachelor’s or a Master’s program (€1,906 instead of €8,464 or €13,226).

The European Union runs various Erasmus Mundus (EM) programs. There are also several Knowledge and Innovation Communities (KIC) programs run by the European Institute of Innovation and Technology (EIT). The STU can provide further information on these programs and the relevant tuition fees.

TU/e offers students the option of paying tuition fees in installments. This option is not available for examination fees and fees for pre-Master’s programs. Examination fees and fees for pre-Master’s programs must be paid by September 30th at the latest. When it sends the enrollment documents, TU/e will inform students how and under what conditions the tuition fees can be paid in installments. For the 2014-2015 academic year, TU/e offers students the opportunity to pay the tuition fees in five installments of €367, payable by an authorized direct debit. For Bachelor’s students who have to pay tuition fees of €8,464, the installments are €1,692.80. For Master’s students who have to pay tuition fees of €13,226, the installments are €2,645.20. The administrative costs for payment in installments are €24. In order to take advantage of the option to pay in installments, students must submit an authorization for direct debit to the STU. They can do this before or during the academic year concerned. The direct debit option is open only to those who have a Dutch bank account, and if they have authorized the direct debit from that account.

Enrollment may not be dependent on any other monetary contribution than the tuition or examination fees mentioned in or based on the WHW. The cost of study materials for the student’s own use (e.g. books and materials for practicals) for the purpose of following the program or taking the interim and final examinations always have to be borne by the student (including external students).

**Tuition-fee credit**

Higher education students can also apply to the DUO for a loan to pay their tuition fees. This is known as ‘tuition fee credit’ and is part of students’ study grants. Like the rest of the assistance, the tuition-fee credit is paid per month. Students can obtain tuition-fee credit for the statutory fee as well as the institutional fee. They can borrow the whole amount, or part of it. They can always obtain tuition-fee credit up to the amount of the statutory tuition fee. If a higher credit amount is required, that is possible if the student pays an institutional fee that is higher than the statutory fee. They can obtain higher credit if their institutional rate is higher than the statutory rate, up to a maximum of five times the amount of the statutory fee.

**Further information on tuition and examination fees**

Legislation and regulations: - Articles 7.43 through 7.47 of the WHW;  
- Article 7.57i (in relation to fees for pre-Master’s programs)  
- TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014 (approved by the CvB on February 20th, 2014, and entered into force on March 1st, 2014);  

For more information: - STU, phone no. +31 (0) (40) 247 47 47, www.tue.nl/stu
3.3.3 Reduction of or exemption from tuition fees
The statutory and institutional tuition fees will be reduced by 1/12 for every month that a student is not enrolled:
- for those who are enrolled in the course of the academic year;
- for those whose enrollment has been terminated on request, or by or on behalf of the board of the institute, in such cases as referred to in paragraph 3.2, under b, of this statute, and who wish to be enrolled in a program again during the same academic year.

Reduction of or exemption from statutory and/or institutional tuition fees or fees for a pre-Master’s program is possible in the case of secondary or subsequent enrollment at a Dutch university or institute of higher professional education. This can be the same university as for the main enrollment or a different one. If the secondary enrollment is more expensive than the first one, the student will pay the difference. If the secondary enrollment is less expensive than the first one (e.g. the first enrollment is for a full-time program and the secondary enrollment one is for a part-time program), the student can never be reimbursed for the difference; he will be exempted from paying the tuition fees for the second program.

If a student wishes to go to another university or institute of higher professional education for a secondary or subsequent enrollment, for which he must pay institutional tuition fees, it would be wise for him to inquire first about the regulations in force at that institute regarding reduction of or exemption from institutional tuition fees.

Further information on reduction of or exemption from tuition fees
Legislation and regulations: - Article 7.48 of the WHW;
- TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014 (approved by the CvB on February 20th, 2014, and entered into force on March 1st, 2014)
For more information: - STU, phone no. +31 (0) (40) (247) 47 47

3.3.4 Reimbursement of tuition fees
Partial or full reimbursement of the statutory and institutional tuition fees is possible in the following cases:
- In the case of termination, for every month after enrollment has been terminated, 1/12 of the tuition fee will be reimbursed. If enrollment is terminated as of July 1st or August 1st, the student is not entitled to reimbursement of the tuition fee for those months.
- In the case of the student’s death during the academic year, 1/12 of the tuition fee paid will be reimbursed to his relatives for every subsequent month after the death occurs. In this case, the tuition fee will be reimbursed for the months of July and August.

Reimbursement of fees paid for a pre-Master’s program is not possible; the student is not entitled to a reimbursement. The CvB has established a procedure for reimbursements of tuition fees. This can be found in the TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014. Reimbursement will only take place if a termination request has been submitted and approved (see also paragraph 3.2 of this statute); in such cases, reimbursement will occur automatically.

Further information on the reimbursement of tuition fees
Legislation and regulations: - Article 7.49 of the WHW;
3.4 Notebook scheme

In order to follow programs at TU/e, it is desirable that students have a notebook computer at their disposal. Therefore, TU/e offers the opportunity to certain categories of students to purchase a notebook computer. The notebook computer is supplied with a package of accessories, software, insurance, guarantee and support. The conditions are as follows:

**Target group:**
The target group consists of students who have enrolled for the first time as a full-time or part-time student at TU/e that year and who pay their tuition fees there. This means that their main enrollment is at TU/e. (See also paragraph 3.1.2 of this statute.) Secondary enrollment students and external students are not entitled to take part in the Notebook Plan.

Full-time and part-time students who pay their tuition fee for the year in question to TU/e and therefore have their main enrollment there, but who were attached to TU/e as secondary or external students in the previous year (or for a part of it), are also eligible. These might be, for example, students at another university or institute of higher professional education who want to take a few subjects at TU/e during their last year and have thus chosen to enroll as secondary students.

Students who re-enroll at TU/e after a break from their studies can submit a request to the director of the STU to see whether they qualify for a notebook computer. In addition, students who are in the final phase of a HBO program or who have recently graduated from a HBO institute and who are enrolled as secondary students at TU/e may also request to take part in the Notebook Plan. Pre-Master’s students can also submit a request to participate in the Notebook Plan.

**Participation agreement:**
Students in the target group who wish to take part in the TU/e Notebook Plan will be asked to sign a participation agreement. This contract contains all rights and obligations regarding the notebook computer. The contract specifies, among other things, that if students wish to be eligible for a notebook computer, they have to transfer a certain amount of money to TU/e (under certain circumstances, students can get an interest-free loan from the bank) and sign a TU/e Notebook obligation.

Every student who enrolls (full-time or part-time) at TU/e for the first time in the academic year in question and pays his tuition fees there qualifies – once – for a subsidized notebook computer. Full-time and part-time students in Bachelor’s and Master’s programs must pay €830 and sign a TU/e Notebook obligation for the remaining amount (€570). For both Bachelor’s and Master’s students, the amount specified on the obligation will be reduced annually by the amount specified in the participation agreement, and the remaining amount will be canceled if the student passes the Bachelor’s or Master’s program, or if he has been enrolled at TU/e (main enrollment) for three consecutive years.

**Premature termination of enrollment:**
Students who terminate their main enrollment at TU/e prematurely can choose whether they want to keep their notebook computer or if they want to sell it to TU/e. TU/e will buy the notebook computer from the student for the amount outstanding on the TU/e Notebook obligation. Any amount paid in excess will be settled with the student. If the student wishes to keep the notebook computer, he must pay the amount still open on the certificate of indebtedness, and the loan (if one was taken out) will come into effect immediately. Notebook computers can only be kept if the software has been removed. Students must ask the Notebook Service Center to remove the software.

Notebook computers can only be sold to TU/e if they are in good condition. Once a student graduates, he can no longer sell the notebook computer back to TU/e. If a student finishes his study he must return the notebook computer to the Notebook Service Center or have the software removed by the Notebook Service Center within five working days. If the notebook computer is returned or the software removed too late, administrative costs of €50 per month or part of a month will be charged.

**Participating in the plan for a second time:**
It is possible for students to purchase a notebook computer a second time, provided that the first notebook computer was purchased at least three years previously and that the student is enrolled (full-time or part-time) at TU/e and pays his tuition fees there. Students do not qualify for subsidies a second time. They are entitled to financial assistance for one notebook computer only. This means that if they take part in the Notebook Plan a second time, the financial assistance for the preceding notebook computer will be canceled. When they collect their new notebook computer, they have to hand in the software from the old notebook computer. Second-time participants in the scheme will receive a notebook computer without additional accessories. Students have to install the software themselves. The notebook computer will then cost €1,100. The student is still entitled to support, software and service during the period covered by the manufacturer’s guarantee. A second application to take part in the Notebook Plan must be submitted to the STU before August 1st preceding the start of the academic year.

**Further information on notebook computers**
For more information:
- STU, phone no. +31 (0) (40) (247) 47 47
- [http://w3.tue.nl/nl/diensten/stu/notebook/notebookregeling/](http://w3.tue.nl/nl/diensten/stu/notebook/notebookregeling/)
- Notebook Service Center, phone no. +31 (0) (40) (247) 88 88

3.5 Clickers
In order to follow programs within the Bachelor College, it is necessary for students to have a clicker at their disposal. The clickers are designed to make teaching more interactive and are used, among other things, for interim tests. Students must be in possession of a clicker before the degree program commences. It is advisable to purchase the clicker through TU/e. These clickers are sold to the student at cost price. The student can then be sure that the clicker will work within TU/e.

**Purchase and questions**
Clickers can be purchased from the Notebook Service Center. Students can also contact the center if they have technical questions. The STU will assist with non-technical questions relating to clickers, e.g. repayment of a certain amount in the case of students terminating their studies.
Cost:
A clicker costs €60. This amount should be transferred to TU/e’s account before the degree program commences, if the student purchases the clicker from STU. It is also possible for students to buy their own clicker, provided it has the same specifications as the clickers that can be ordered from STU.

Guarantee
When students purchase a new clicker, it is guaranteed for three years. If the clicker does not work properly, the student can consult the Notebook Service Center. A replacement clicker will be issued. If the guarantee covers the fault, there will be no cost involved. If the guarantee does not cover the fault, an invoice will be issued for the cost. In addition, second-hand clickers may be available. The price of a second-hand clicker is based on the remaining duration of the guarantee. Guaranteed for 2 years: €40. Guaranteed for 1 year: €20. The guarantee does not cover fall damage; TU/e will decide in such cases.

Loan clickers for non-Bachelor-College students
Non-Bachelor-College students, who in certain cases require a clicker for their degree program, can request a loan clicker from the departmental administration office. The clickers can be borrowed for one quartile, and are registered as such. The loan period can be extended if the clicker is required for the next quartile. Non-Bachelor-College students are entitled to borrow a clicker if they require it for fewer than three subjects. Students who are following three or more subjects must purchase a clicker from the Notebook Service Center.

Students who terminate their studies:
Students who terminate their studies can hand in their clickers at the Notebook Service Center. The repayment is calculated according to the guarantee duration remaining. There are four possible scenarios:

- If a clicker is returned within 1 quarter of the start of the academic year in which it was issued, the student receives a repayment of €50.
- If a clicker is returned before the end of the first academic year, the student receives a repayment of €40.
- If a clicker is returned before the end of the second academic year, the student receives a repayment of €20.
- If a clicker is returned after two academic years following issue, no repayment is made.

The STU deals with the financial settlement.

Non-TU/e clickers:
Clickers can often be bought on online auction sites. However, care should be exercised that clickers bought in the USA operate using different software. Although they look the same as European clickers, the manufacturers program them differently. They are therefore, in fact, a different type of clicker. The initial purchase price of these clickers may well be lower, but the student will have to pay a fee every six months in order to use them. This is not the case in the European market. NB: Support and guarantees apply only to clickers purchased at TU/e.
3.6 Tu/e Students’ financial support regulations (profileringsfonds) (exceptional circumstances fund)

3.6.1 TU/e Tu/e Students’ financial support regulations (profileringsfonds) regulations 2014-2015
The Tu/e Students’ financial support regulations (profileringsfonds) 2014-2015 (abbreviated as the RP 2014-2015) offer two forms of financial support for students:

- **Graduation allowance**, available to students who have yet to pass the final examination, who have received or still receive mixed study grants or have experienced one or more exceptional circumstances during the time in which they received those grants, due to which they have suffered delay in their studies or are likely to do so (Article 7.51 of the WHW).

  Full-time students in the fast-track program are also eligible for a graduation allowance, if they are no longer entitled to mixed study grants and suffer a delay in their studies during the nominal duration of the fast-track program as a consequence of exceptional circumstances.

- **Committee officer grant**, available to students who have passed their first year and, in the years preceding the academic year in which they perform an administrative function, have achieved at least 75% of the nominal study progress.

  While performing an administrative function, students must fulfill a study progress requirement specified in the regulations (12 or 15 credits).

  For a student who needs to obtain 12 credits or less (for Bachelor College students 15 credits or less) in order to qualify for a Bachelor’s or Master’s degree, the academic progress requirement is equal to the remaining number of credits to be obtained. For a student who has studied according to the nominal program requirements and who on September 1st does not require any further credits to qualify for a Bachelor’s degree, there are no further academic progress requirements in order to enroll in a Master’s program. In the event of re-enrollment in a Bachelor’s program, there is no entitlement to a grant.

- **A maximum of nine months’ financial support** can be provided per academic year while the student is holding an administrative function.

The exceptional circumstances under which a student is eligible for a graduation allowance are:

- a. illness;
- b. a physical, sensory or other disability;
- c. pregnancy and giving birth;
- d. exceptional family circumstances;
- e. membership in a study program committee, being a student representative for a Departmental Board, the University Council, or the Departmental Council, as specified in Appendix 1;
- f. a delay in study resulting from the way in which the university delivers the program;
- g. a delay in study resulting from participation in sport at top level.

Foreign students are eligible for graduation allowance in case of illness, if they meet the requirements.

In cases as referred to in b to g, foreign students may, at the discretion of the student counselor, be eligible for a graduation allowance, if they comply with the remaining requirements of these regulations.
Exceptional circumstances on the basis of which a student may be eligible for a committee officer grant include:

- a. membership of the board of a student organization with a sufficient number of members and with full legal authority;
- b. activities of an administrative or social nature that the Executive Board also considers to be in the interest of the university or of the program that the student is following.

Foreign students are also entitled to committee officer grant, provided they meet the requirements.

Reporting to and maintaining contact with academic advisors and/or STU student counselors
The conditions for receiving a graduation allowance and the procedures for requesting it are specified in the RP 2014-2015. The CvB has assigned the implementation of this regulation to STU student counselors.

Students who expect to suffer delay in their studies as a result of one of the circumstances listed above under a, b, c, d, and f should report to (or have someone report to) the academic advisor in the department or the STU student counselor as soon as possible or at least within five months. If the exceptional circumstances are expected to last longer than five months, reporting later could have consequences for the additional payment from the graduation fund. Students who decide to terminate or suspend their studies are also obliged to contact the student counselor. They must do this within a specific period.

NB: An application for an additional graduation fund payment must be submitted no later than December 31st of the academic year following the year in which the exceptional circumstances occurred. For committee officer grants, the application must be submitted no later than May 1st of the academic year in which the administrative function is performed. For further conditions, see the regulation itself on the TU/e website.

Further information on financial support

Legislation and regulations: - Article 7.51 of the WHW;
- Tu/e Students’ financial support regulations (profileringsfonds) 2014-2015

Publications: - various brochures from the STU

For more information: - STU, phone no. +31 (0) (40) (247) 47 47

3.6.2 Special forms of financial support
Various forms of financial support exist. Further information is available from the STU.

Private fund
The Royal Institute of Engineers (KIVI) controls the Study and Travel Fund. This fund provides financial support to students who do their graduation project abroad (outside Europe). An application for a KIVI contribution can only be submitted through the STU on an individual basis. The KIVI fund only makes one-off payments, in the form of grants (which generally do not exceed €500). To apply for a KIVI grant, students can contact the STU (phone no. +31 (0) (40) (247) 4747), where they can also obtain the conditions and an application form. The application can only be processed if all the conditions stated on the form are met. Applications must always be submitted through the STU.

Scholarships for study and internships abroad
TU/e offers ample opportunities to partly finance a study or internship stay abroad. For information, students should contact the STU. The Nuffic Beurs Opener also offers detailed information on scholarships and funds for study, internships and research abroad (www.nuffic.nl - www.wilweg.nl – www.tue.nl/goingabroad - www.beursopener.nl).

Fund book
The fund book (FondsenDisk 2011) contains an address list of all private funds in the field of education and culture. The FondsenDisk 2011 is available in the reading hall of the Central Library, under code AEH00FON (at the CD section) in the Metaforum, phone no. +31 (0) (40) (247) 23 81;

Stichting Universiteitsfonds Eindhoven (Eindhoven University Fund Foundation)
The foundation is located in the municipality of Eindhoven and has the following objectives:
- to promote the technical sciences and technical higher education in general, as well as the interests of TU/e and its students in particular. The foundation pledges to work especially to help students develop themselves and enhance and maintain the quality of the education at TU/e, and
- to take any action that is related to the above aim or can help achieve it.
In pursuing this objective, the foundation serves the common interest and is not seeking profit.

The foundation aims to achieve its objective by:
- promoting close cooperation between the Dutch business community and TU/e;
- promoting close contact between Dutch engineers and TU/e;
- promoting close contact between TU/e and its alumni;
- promoting study trips and scientific research by professors and others associated with the Dutch technical universities;
- promoting and facilitating scientific research by TU/e professors, lecturers, assistants and students;
- providing grants to the TU/e university community;
- providing grants to TU/e students and other persons considered eligible by the foundation board;
- promoting Eindhoven as a student city;
- any other legal means that may help to achieve this objective.

Further information is available from ufe@tue.nl , Eindhoven University Fund, phone no. +31 (0) (40) (247) 4141 (www.tue.nl/ufe).

3.7 Damages or back-payment of tuition and examination fees
Anyone who wishes to receive a certificate as proof of a passed examination must submit a request to this effect to the CvB. With this request, he must produce proof of enrollment for the years he has made use of the study and examination facilities. If it should emerge that he was not enrolled or not enrolled correctly during a specific year but still followed programs or took examinations, the CvB may decide that the certificate may still be issued, but only after the relevant tuition or examination fees have been paid.
Anyone who is not enrolled and makes use of the study or examination facilities must pay damages to TU/e. The amount that must be paid is the tuition fee that would have been due on correct enrollment. In addition, anyone using the study or examination facilities without
authorization may be prosecuted and punished with a second-category fine (currently up to €4,050).

**Further information on damages or back-payment of tuition and examination fees**

**Legislation:**
- Articles 15.2 and 15.3 of the WHW.

**For more information:**
- STU, phone no. +31 (0) (40) (247) 4747
4 EDUCATION

The education provided is dealt with extensively in the digital study guide; these deal with the specific aspects of programs. This chapter deals only with general matters that apply to all programs.

4.1 The range and structure of programs
In 2014-2015, TU/e will provide eleven Bachelor’s programs and twenty-two Master’s programs.

Bachelor’s programs
The Bachelor’s programs last three years (180 credits). They consist of a propaedeutic phase of one year (60 credits) and a post-propaedeutic phase of two years (120 credits), which concludes with the final examination (Bachelor’s examination).

Students starting a Bachelor program on or after September 1st, 2012, will take a new-style Bachelor’s program within the Bachelor College. Through the Bachelor College, TU/e wishes to tailor its programs to the differences between individual students. These differences might, for example, relate to a student’s reasons for choosing a certain technical program or the goal he wishes to achieve by taking that program. The programs are therefore designed so that students have the maximum opportunity to discover their own ambitions and give shape to their own challenges. In concrete terms, this means that students have considerable freedom of choice and can decide for themselves which direction their studies take, choosing to deepen and/or widen their knowledge and so to arrive at the professional identity they have in mind for themselves. This has a positive impact on their motivation and the effort they put in and, ultimately, on the success in their studies.

This new perspective of individual ambitions, freedom of choice and challenges demands that the institution provides supervision and a maximum effort from the student. All students are coached by a lecturer who will help them to develop their professional identity, achieve their ambitions and make the associated choices. In addition, students will be supported by a student mentor (senior student) in the first semester (at least) of their study program. This support is primarily designed to help students make the transition from learning at the pre-university level to studying at university, and show them around the department and the university. Lastly, each student (or study coach) can make use of the specific expertise of the academic advisor of his own major or a student advisor of the STU. The tasks of the study coach, student mentor, academic advisor and student advisor are described in section 4.4.

Students are expected to make a maximum effort in their study. This is expressed in the motto: “registering = participating = completing”. In concrete terms, this means that if a student registers for a specific study component, he is automatically registered for the interim tests and the final test for that component and is expected to pass the interim examination.

The new-style Bachelor’s program within the Bachelor College has a number of study components, which are described below: major components, basic components, elective components and elective packages, and USE (User, Society and Enterprise) components. All subjects provided by TU/e are listed in the electronic subject guide OASE, which can be found at http://onderwijs.tue.nl

The major study components comprise the discipline-specific part of the program and together account for 90 credits.
The six basic study components (30 credits in all) are compulsory for all students: Calculus, Natural Sciences, Modeling, USE Basis, Design and Professional Skills. Professional Skills is not a separate study component but an integral part of the major. The skills it teaches, and how these are assessed and completed, are specified in the OER. The basic study components prepare students both for their own major and for their elective study components.

The electives account for 45 credits. Students can choose from the complete range of individual electives on offer, each worth 5 credits, or complete elective packages (usually worth 15 credits). The requirements that a student’s choice of electives must fulfill are specified in the OER.

In addition to the basic USE study component, students must take a USE learning track worth 15 credits. A USE learning track consists of study components in which the discipline of the major is seen from the perspective of the user, society and/or enterprise. Students can choose from all USE packages on offer to fill in the USE learning track.

Further information on the new style Bachelor’s programs within the Bachelor College

Legislation and regulations:  - OERs
Policy:  - Bachelor College Guideline, approved on April 24th, 2014
For more information:  - STU

Master’s programs
The Master’s programs last two years (120 credits). Information on the structure of the programs and specializations can be found in the digital study guide (educationguide.tue.nl) and on the TU/e website.

4.2 The right to a manageable study program
The OER is assessed on a regular basis, with an emphasis on the time demanded by the study load. This is the Departmental Board’s responsibility. The OER text for each program is included in the appropriate digital study guide, which can be consulted on the Internet (educationguide.tue.nl).

The CvB will ensure that the following information is published in good time before the academic year starts:
- the programs on offer;
- the programs for which students are restricted in their choice of major subjects, plus the applicable rules. The information must be published in such a way that prospective students can form a clear opinion of the content and structure of the program and the examinations.

Programs must be structured in such a way that students have a reasonable opportunity to meet the requirements for study progress laid down in WSF 2000.

4.3 Study load and credits
Each program has a number of study components. The number of components and their weight determine the program’s study load. The study load of the programs and the corresponding study components are defined by the Departmental Board as a number of credits. The study load of each program as a whole and of the separate study components is included in the OER.
In the provisions above and elsewhere in this statute, the term ‘credits’ will be used in accordance with the European Credit Transfer System. This is a credit system that is used in the European Union and that became law in the Netherlands with the introduction of the Bachelor-Master structure. Credits are calculated in this system as follows: the study load for an academic year is 60 credits, and one credit equals 28 study hours. So 60 credits equals 1,680 hours of study.

4.4 Study guidance
Students have the right to study guidance and the services of a student advisor and/or student counselor. In accordance with the law, special attention must be given to students who belong to an ethnic or cultural minority.

Each department has one or more academic advisors to support students. Individual student guidance must be regulated in the OER.

In addition to the support of an academic advisor from their own major and a student advisor/counselor from the STU, students who study within the Bachelor College are also entitled to coaching by a study coach and – in the first semester after enrollment – the support of a student mentor (senior student from their own program). The OER specifies what the coaching and the various forms of support focus on. The tasks of the study coach, student mentor, academic advisor and student advisor are described below.

Tasks of the study coach
The study coach holds four meetings with each student, spread over the whole year, devoted to coaching. These meetings are to be initiated by the study program. The study coach supports and coaches the student in:
- the development of his own professional identity as a future engineer;
- the process of choosing that this requires. This relates to choices such as choosing electives (including a USE package), whether to take part in an honors program, and choosing a Master’s program;
- managing and shaping his own choices, i.e. learning how to make study-related choices in the light of the ambitions he hopes to achieve;

The study coach can refer the student to the academic advisor (from his own major) if the student encounters problems that hamper his study progress.

Tasks of the student mentor
The student mentor, who is appointed by the faculty and trained by the students advisors at STU, supports students individually and in groups with regard to:
- becoming a part of the program, the department and the university both socially and academically,
- contact with other students, the program and studying,
- learning by working with others, and developing study skills in consultation with the student advisors at STU. The student mentor provides information and answers questions about the major, the department and the university, as well as information about whom to contact in case of questions or problems.

Tasks of the academic advisor (own major)
The academic advisor:
- advises the student at his request or on his own initiative on all aspects of his program;
• conducts individual and group interviews with students about study progress, study planning and the BSA;
• maintains an overview of the coaching and support for students and is the contact for all parties involved (student, study coach, student mentor and student advisor);
• provides, depending on his or her substantive expertise, information on the structure, sequence and coherence of the study components, elective options, possibilities after the Bachelor’s program, opportunities to transfer to other majors within TU/e or other Bachelor’s programs outside TU/e;
• discusses at the student’s request any problems with the coaching or the study coach and takes action where that is considered necessary;
• advises the student and the study coach on referral to an STU student advisor/counselor if there are exceptional circumstances or problems relating to study skills, the process of making choices or personal problems that impact on the student’s ability to study.

Tasks of the student advisor (STU)
The student advisor advises and supports the student in:
• (problems relating to) study skills (including motivation, fear of failure, study attitude, study behavior, procrastination),
• personal problems that affect the student’s ability to study,
• the process of making choices (where necessary, the student advisor refers the student to external bodies),
• career guidance and preparation for the job market (CareerCenter).

Tasks of the student counselor (STU)
The student counselor advises and supports the student in:
• personal circumstances (including functional impairments such as dyslexia, autism, chronic illness etc.),
• administrative matters, such as admission, study grants, the scheme for top-level sport.

4.5 Studying with a functional impairment
Students with a functional impairment or chronic illness (referred to below as ‘functional impairment’) often suffer delays to their study. This is because they cannot devote as much time and energy to their program as the average student or must devote more time and energy to their program than the average student. TU/e must take reasonable measures to make it possible for students with a functional impairment to take part in the program and in examinations.

Students wishing to take advantage of these facilities should submit a written request for the program, interim examinations or practical exercise to be adjusted accordingly, or for extra facilities to be provided. The request may be submitted to the Examination Committee or the Departmental Board, if possible three months before taking part in the program, examinations or practical exercises. The request should be accompanied by any documents that could reasonably be considered necessary to for assessing the request. This should in any case include a recent statement from a medical doctor or psychologist, or from a testing bureau registered with the BIG, NIP or NVO. If a student wishes to make use of the provisions mentioned above, this is usually arranged through the student counselor, who submits a request to the Examination Committee on behalf of the student.
Further information on the supply and structure of programs, study load, study guidance, studying with a functional impairment, etc.

Legislation and regulations:
- Articles 7.3, 7.3a, 7.4, 7.4a, 7.7, 7.8, 7.13, 7.15, 7.34 of the WHW;
- OERs

Policy:
- TU/e policy memorandum on studying with a functional impairment, established by decision of the CvB on June 27th, 2006

Publications:
- educationguide.tue.nl

For more information:
- STU, phone no. +31 (0) (40) (247) 47 47
- Departmental academic advisors

4.6 Study progress and study grants

According to the WSF 2000, students have the right to a study grant if they are full-time students of higher education (HBO or WO) and have not yet reached the age of thirty. How long they retain the right to a study grant depends on the duration of the program and the number of years they have already received a grant in higher education. Students with a functional impairment that causes delays in their studies have the opportunity to apply for a grant for an additional year. To arrange this they have to make an appointment with the STU student counselor.

Study grants include a basic grant, a possible supplementary grant (depending on the parents’ income), and the right to a loan (which has to be paid back afterwards with interest), and the right to a student travel chip card.

Students can also make use of the tuition-fee credit facility (see Article 3.3.1).

For three-year Bachelor’s programs and two-year Master’s programs the maximum number of grant years is five, provided that the student graduates within the certificate period of ten years. Performance grants will automatically be converted into donations once the student is awarded his Master’s certificate. In the case of students who only obtain a Bachelor’s certificate within the certificate period, the grant will only be converted into a donation for a maximum of 36 months, since the number of grant months is equal to the statutory duration of the program. However, the grant will not then be converted into a donation automatically, but only at the student’s request.

Students with physical, sensory or other dysfunctions can apply for a one-time extension of the performance grant, of one year. Applications must be endorsed by the institute and submitted to DUO. Students should contact the STU student counselor to arrange this.

Students who have received study grants for higher education for the first time after August 31st, 1996, fall under the rules for performance grants. Students to whom the performance grant rules apply will initially receive their grants in the form of loans with interest. The loan will be converted to a grant only after they have met the performance requirement (i.e. they have been awarded their certificate within ten years).

In the case of all performance-linked grant students, their grants will be converted into a donation if they pass their final examination within the specified period. The certificate period is a term of ten years. This period starts on the first day of the month in which the first study grant is awarded for the student to follow a program of higher education and cannot be extended, even if a student suspends his enrollment and re-enrolls at a later date, or in the case of illness. If it seems, however, that a student will be unable to complete the program within
the certificate period, it is possible in certain cases to request an extension of the period. To request this, the student should contact the STU student counselor.

Further information on study progress and study grants
Legislation:
- Articles 7.4, 7.9a, 7.9c, 7.9d of the WHW
- WSF 2000
Publications:
- STU brochures
- various DUO brochures; available free of charge from STU and departmental academic advisors
- DUO information newsletter; sent directly to students.
For more information:
- STU, phone no. +31 (0) (40) (247) 47 47
- Departmental academic advisors
- DUO, phone no. +31 (0) (50) (599) 77 55

4.7 Recommendation on the continuation of studies at the end of the first academic year
As stated above, TU/e uses a system involving a recommendation on the continuation of studies (BSA: bindend studieadvies) for students enrolled in a Bachelor’s program. After the first semester of the propaedeutic year, the student will be issued with a provisional positive or negative study recommendation, known as a pre-recommendation. If a student receives a negative provisional study recommendation, this gives him a reasonable time in which to meet the BSA standard.

Students who obtain fewer than 40 credits at the end of the first year are issued with a negative binding recommendation on the continuation of studies. Those who obtain 40 credits or more receive a positive binding recommendation.

With effect from the 2013-2014 academic year, the BSA standard for the degree program in Industrial Design is 60 credits.

The propaedeutic year has three statutory functions: orientation, selection and referral. The first year of study should therefore make it clear whether the student and the program suit each other and whether the student can be expected, under normal circumstances, to complete the program within a reasonable period of time.

The entire study guidance system has an important role to play with respect to these functions. The advice given to students is provided in phases and with care. It employs categories that distinguish between students who, according to the standards for study progress set by the program, can be expected to complete the program with either no or almost no delay and those who cannot be expected to do so.

The BSA is compulsory, for both the student and the university. It is compulsory for the student because he or she is obliged to make sufficient progress in the first year of the Bachelor’s program so there is a good chance of his completing the program within a reasonable time (under penalty of not being permitted to enroll for the same program a second time). It is compulsory for the university, because it has a duty to provide the conditions in which students can make good study progress and provide optimal guidance so that students can meet the standards for study progress (under penalty of losing appeals and suffering damage to its reputation).

Students wishing to study part-time should contact the Examination Committee before starting their program or immediately afterwards to determine the BSA standards that apply to them.
Further information on study advice

Legislation: Article 7.8b of the WHW;
For more information:
- OER for the Bachelor’s program
- departmental academic advisors
- STU, phone no. +31 (0) (40) (247) 47 47

4.8 The ‘harde knip’ or Bachelor-before-Master rule

As of September 1st, 2012, students must first complete their Bachelor’s program before starting a Master’s program. This system (known in Dutch as the ‘harde knip’ or ‘Bachelor-before-Master rule’) applies to all students, both those who start a corresponding Master’s program after completing their Bachelor’s program and transfer students. University Bachelor students will have to complete their Bachelor’s programs before being admitted to a Master’s program. The ‘harde knip’ also applies to transfer students: they must complete their pre-Master’s program before they can enroll in a Master’s program. It is no longer possible to take Master’s program study components as a pre-Master’s contract student. All students are affected by the rule, irrespective of how they are enrolled (full-time, part-time, main or secondary).

The ‘harde knip’ system does not apply to students who enrolled in a Master’s program before September 1st, 2012 (and who may not yet have completed their Bachelor’s program – this is known as the ‘zachte knip’). They have already enrolled under the ‘zachte knip’, and retain those rights.

Starting dates for Master’s programs

All Master’s degree programs at TU/e have at least two starting dates: in September and in February (beginning of quartiles 1 and 3).

The Departmental Board is responsible for ensuring that with sufficient effort it is possible to complete the Master’s program within two years of enrolling. Students who have completed their Bachelor’s degree at TU/e may join the Master’s program on the first day of the month following the successful completion of the Bachelor’s degree exam. This means that they do not have to wait until the next official starting date. 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. A request for enrollment in the Master’s program will be approved according to the TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014.

Separation of Bachelor’s and Master’s program study components

The administration offices must provide all students with a study package containing the study components that make up their program. In this way, the Bachelor’s and Master’s programs are kept separate. Students may not take study components that are not part of the study package. Nor may any examinations be taken in these study components. Bachelor’s students must register for the study components they will be taking (including practicals and components that are examined in other ways than with a written test). This is necessary for organization and administration and desirable for monitoring and control. If a student does not register for a study component, he cannot register for the examination. If the student has not registered on time for one or more study components from the same quartile and the quartile has not yet begun, he can, once only, make use of a so-called ‘yellow card’. When the student uses the ‘yellow card’, he can still be registered for one or more study components from the same quartile. The student can use one
‘yellow card’ during the Bachelor’s program. To do this, he should go to STU. The ‘yellow card’ system does not apply to Master’s programs.

The law prescribes that students may only take and be examined in study components that are a part of his study program. If a student wishes to take a study component outside his program and take the relevant interim examination, this is of course possible, provided the Examination Committee approves this.

**Pre-Master’s programs**

A pre-Master’s program is worth a maximum of 40 credits. Its content can vary, depending on the nature of the student’s prior education, and on the Master’s program or track he wishes to take. This means that individual study packages are also made for these students. In connection with the introduction of the Bachelor-before-Master rule, this package must also be fully completed before the student can enroll in a Master’s program.

If it is more feasible for pre-Master’s students to complete more study components in the first year of their studies at TU/e, at the request of the student and with the approval of the Examination Committee, the pre-Master’s program can be extended with Master’s study components worth a maximum of 20 credits, which can be incorporated in the individual study package.

Furthermore, students should in principle complete 75% of the pre-Master’s program within one year. If they do not, they cannot continue with the pre-Master’s program. The Examination Committee can approve exceptions to this rule in exceptional cases. The rules for this are laid down in the OER.

**Extra examination opportunity in relation to the Bachelor-before-Master rule (hardship clause)**

There is a hardship clause for urgent cases of students who are disproportionately affected by the introduction of the ‘harde knip’ system. The hardship clause will be implemented by the Examination Committees on the basis of centrally determined guidelines.

The hardship clause is included in the OER for the Bachelor’s program. The Departmental Examination Committees are responsible for implementing the clause. They will be supported by the Central Committee for Personal Circumstances (the same committee that assesses personal circumstances in relation to the binding recommendation on the continuation of studies).

The hardship clause was drawn up on the basis of the following basic principles:

- students with exceptional personal circumstances or students who (almost) complete their programs in the nominal period (3-3.5 years) and still need to obtain a maximum of 10 credits, can request an extra re-sit for the Bachelor’s study components they still need to pass;
- in the case of students who have completed or almost completed their programs within the nominal period, the Examination Committee can take account of administrative activities within student associations;
- the procedure regarding exceptional personal circumstances is the same as that for the BSA;
- students who qualify under the hardship clause, but who do not know their grades for all the Bachelor’s study components at the start of the Master’s program in the first or second semester, may take Master’s study components for which they have sufficient prior knowledge, with the permission of the Examination Committee. However, they may not yet enroll in the Master’s program. The students should not begin work on projects during a Master’s program. If a student has not passed his Bachelor’s degree, he is not permitted to continue with the Master’s study component he was taking.

Further information on the ‘harde knip’ system
4.9 Teaching in Dutch and English
The law assumes that teaching is done in Dutch. Institutes may deviate from this in the following cases:
- if the program is given in another language;
- if a foreign teacher gives a guest lecture;
- if the specific nature, structure or quality of the education, or the nationality of the students justifies this, in accordance with the code of conduct determined by the board of the institute.

The CvB has established a TU/e Code of Conduct for foreign languages, which makes it possible to use English – as the only foreign language – during teaching and examinations. Based on this code of conduct, the Departmental Board may decide that the teaching will be totally or partly given and the interim and final examinations totally or partly taken in English, if:
- the internationalization of the program justifies this, or
- the quality of the program and specific expertise regarding the subject require the involvement of non-Dutch teachers, or
- the teaching is aimed wholly or partially at non-Dutch students.

Such Departmental Board decisions must state which part of the teaching will be given in English, and must be included in the OER and announced in good time.

The Bachelor’s programs at TU/e are given in Dutch, with the exception of the programs in Industrial Design and Computer Science and Engineering (intake since 2011-2012), which are given in English. For students in the new-style Bachelor’s programs in the Bachelor College (intake 2013-2014), the majors will be taught in Dutch, with the exception of the majors in Automotive, Electrical Engineering, Industrial Design, Psychology and Technology, Software Science, Sustainable Innovation, and Web Science, which will be given in English. Students are expected to take the study components as they are given in their program. In other words, students who are taking an English-language program are expected to take English-language study components. The Master’s programs at TU/e are given in English, with the exception of Science Education and Communication. The internship and the clinical modules in the Medical Engineering program at the Academisch Ziekenhuis Maastricht are done in Dutch.

Further information on teaching in Dutch
Legislation and regulations: - Article 7.2 of the WHW;
- TU/e Code of Conduct for foreign languages of July 8th, 2010
For more information: - STU, phone no. +31 (0) (40) (247) 4747
- departmental academic advisors

4.10 Studying abroad as part of a program at TU/e
TU/e considers it important to give its students the opportunity to become acquainted with the education and culture at foreign educational institutes in the course of their program. A period abroad means that students can acquire knowledge and experience that is not available at TU/e, enriching and expanding the program provided in Eindhoven. This is possible through internships abroad or by taking elective subjects at a foreign higher
education institute, with the Examination Committee’s approval. In this connection, various cooperative agreements have been made with foreign institutes. TU/e students who go abroad in connection with their program are in many cases eligible for financial support to help cover the additional costs incurred. This does not apply to international students.

Study grants and studying abroad
If a student studies abroad, his study grant continues as long as he fulfills certain conditions. This applies if he goes abroad to study for a limited period or do an internship. A student retains his right to a study grant during a temporary period of study or placement abroad if he remains enrolled in a Dutch program and his study or placement abroad is part of that program.

Students can receive a study grant not only for a temporary study or internship, but also for a full program of study abroad. The application form and brochure for a study grant while following a higher education program abroad can be requested from DUO. This form should also be used if a student already receives a study grant while studying abroad and wishes to report a change of circumstances. The length of a comparable Dutch program is important in determining the right to a study grant. Contact DUO for more information. Tuition-fee credit can also be requested for a program of study abroad.

Further information on studying abroad
For more information: - departmental internationalization coordinators - departmental academic advisors - DUO (+31) (0) (50) 599 7755 - STU / International Office, tel. +31 (0) (40) (247) 47 47, www.tue.nl/goingabroad

4.11 Code of Conduct for international students in Dutch higher education

The Code of Conduct for international students in Dutch higher education came into force on May 1st, 2006. It was reviewed on December 4th, 2009 and March 1st, 2013. If foreign students register for a study program at an educational institute that has signed the code, the Immigration and Naturalization Service (IND) can accelerate the processing of their application for a residence permit. TU/e has signed this code. This means that TU/e undertakes to provide foreign students with proper supervision and guidance. The code contains agreements on the minimum level of English that foreign students must possess before they are permitted to come and study in the Netherlands. It also contains guidelines for recruiting students abroad. Signing the code of conduct means that TU/e can make use of the official Netherlands Education Support Offices (NESOs) in other countries, as well as the Short Study Help Desk. Students from non-EEA countries can apply for a student visa and/or residence permit via help desk. The amended code contains a number of positive elements, including the exception for exchange students and students with a qualification in English.

Regulations: Code of Conduct for international students in Dutch higher education of February 28th, 2006 (revised version of March 1st, 2013)
4.12 Quality assurance in education

TU/e sees achieving high quality, measured by external national and international standards, as an essential precondition for all of its activities, including the education it provides. To guarantee the quality of its education TU/e has established a central committee for quality assurance (CCKO). Among other things, the CCKO monitors compliance with the conditions relating to binding recommendation on the continuation of studies. TU/e will keep working on improving the quality and manageability of its programs. Within TU/e (and its departments), the quality assurance officer focuses on areas such as internal program evaluations and education-related support for projects to improve the quality and ‘manageability’. TU/e considers external evaluations indispensable for ensuring that the quality of the education provided is adequately safeguarded and stimulated. The didactic training and certification of teachers is the responsibility of the Personnel and Organization Department.

Quality assurance within the Bachelor College

In connection with the start of the Bachelor College and the implementation of a number of design rules aimed at attracting a larger and more diverse group of students (increasing and widening the intake), increasing returns and throughput, preparing students better for subsequent (Master’s) tracks and future work – i.e. training the engineers of the future – and increasing their commitment (especially teaching them to study independently and consider it normal to manage that process effectively), the Bachelor College will work together with the quality assurance officers in the departments to monitor the quality of the education provided, through management reports of evaluation results, and discuss it with the stakeholders within the departments. In addition, together with the SAO, the Bachelor College will arrange meetings with students taking lectures in the basic subjects. The information gathered during these meetings will be fed back to those providing the education.

For more information: Central committee for educational quality assurance: drs. H.M. Peters, secretary, phone no. +31 (0) (40) (247) 3011
Bachelor College: Dr G.A. van de Watering, policy officer, phone no. +31 (0) (40) (247) 2003
This chapter looks at interim and final examinations in general. Specific features and further details can be found in the digital study guide, which are available on the Internet; the guides also include the OER of the program in question.

5.1 Examination Committee and examiners
In order to conduct examinations and for the benefit of the organization and coordination of examinations, the Departmental Board has set up an Examination Committee for each program or group of programs in its department. The Departmental Board will appoint the Examination Committee members on the basis of their expertise in the field of the program or group of programs concerned. At least one member will be a staff member responsible for teaching the program or group of programs. Staff members who have management or financial responsibilities may not sit on an Examination Committee. The Examination Committee will appoint examiners to conduct examinations. The examiners can also be experts from outside the institute.

The Examination Committee will establish rules and regulations for procedures during interim and final examination and related measures. These rules and guidelines are included in the Examination Regulations. These address interim and final examination applications as well as fraud during interim examinations and the ensuing countermeasures. In the event of fraud, the Examinations Committee may rule that the student cannot take part in one or more specified interim or final examinations for up to one year. In the case of serious fraud, the Departmental Board can decide, at the suggestion of the Examination Committee, to terminate the enrollment of the student concerned permanently.

The Examination Committee establishes regulations or gives instructions to examiners concerning the assessment of those taking the examination and determination of the examination result.

5.2 Taking interim and final examinations
Each study component concludes with an interim examination. An interim examination is designed to test the knowledge, insight and skills of students and external students regarding a certain study component, and to attain an assessment of the results of that test. Interim examinations can be conducted in various ways: orally, in writing or in some other manner. The OER describes the way in which a certain examination is to be conducted. The OER must also state in what way students can take cognizance of the questions and assignments of a written examination and of the assessment criteria. The assessment criteria for practicals must also be made known before the practical starts.

For students on a new-style Bachelor’s program within the Bachelor College, a first-year examination consists of at least two interim tests and a final test. In the second and third years, an examination consists of at least one interim test and a final test. The interim test must prepare students for the final test. This does not apply to the Bachelor’s graduation project. The assessment of an examination is expressed by a final grade. The OER specifies the maximum portion of the final grade for a study component that can be determined by the final test of the examination. An appendix of the OER also specifies the interim tests for each study component. Interim tests and final tests can be conducted in various ways: orally, in writing or in some other manner. The OER specifies how a certain final test is to be conducted. The OER must also state in what way students can take cognizance of the questions and assignments of a written final test and of the assessment criteria. The assessment criteria for practicals must also be made known before the practical starts. The way in which a certain
interim test must be conducted and the assessment criteria are specified in the study guide for the study component concerned. The study guide also states how the grades for the interim and final tests count towards the final grade for the study component.

There is no final test for the basic study component Professional Skills. A professional skill test is assessed as an interim test within the study component of which this skill is a part. A student has passed the basic study component Professional Skills when he has received a sufficient grade for all the skills tests (and therefore all skills tracks). The OER specifies how many skills tests there are in total, how a skills test is assessed, and to what extent the assessment counts towards the final grade for the study component of which the skill is a part.

The Examination Committee determines the result of the final examination by establishing whether all interim examinations for a certain program (or phase of a program) have been passed or, if that is not the case, have been sufficiently compensated, based on the program’s OER (see the examination regulations of the Examination Committee). If this is the case, the final examination for the total program or a phase of the program has been passed, unless the Examination Committee rules that it still has to conduct an investigation related to the examination (e.g. a paper that must be defended in public).

The final examinations relating to a specific program must be specified in the OER.
In the 2014-2015 academic year, as explained in chapter 2, TU/e offers Bachelor’s programs, Master’s programs and one-year post-initial teacher-training programs. The Bachelor’s programs have a propaedeutic phase of one year, which concludes with a propaedeutic examination and a post-propaedeutic phase of two years, which concludes with a final examination. The Master’s programs have one examination – the final examination.

Further information on the content of the propaedeutic examinations and final examinations of Bachelor’s programs can be found in the appropriate digital study guide (educationguide.tue.nl).

Only those who meet the admittance requirements for the program in question and who are enrolled at the Institute as a student or external student are authorized to take interim and final examinations.

A student can also put together a program himself from study components, which is linked to an examination (this is known as the ‘free-study’ program). If the Examination Committee gives its approval, it will indicate to which program the program belongs.

‘Quarantine’ regulation
A number of departments have a ‘quarantine’ regulation. This means that, under certain conditions, students are given the opportunity to take final examinations that have been scheduled at the same time in succession. For further information, students can consult the program’s academic advisor.

5.3 Education and examination regulations (OER)
The OER can be considered as regulations that the Departmental Board must draw up for each program or group of programs in its department with prior consent of the University Council (UR) and the Departmental Council (FR). The FR, however, has no right of approval regarding points a through g below. ‘Program’ means a Bachelor’s degree program or a Master’s degree program.
The law prescribes that a number of aspects must be included in the OER, mainly to safeguard students’ legal security:

a. the program content and the corresponding examinations;

b. the major subject contents within a program;

c. the qualities relating to knowledge, insight and skills a student must have obtained by the end of the program;

d. where necessary, the structure of practical programs;

e. the study load of the program and each of the separate study components;

f. if a program has a binding recommendation on the continuation of studies or reference in the first year, the detailed regulations relating to this;

g. specification of which Master’s programs the institute assigns a higher study load than 42 ‘old-style’ credits or 60 credits;

h. the number and order of interim examinations, and the times at which they can be taken;

i. the structure of the program (full-time, part-time or dual);

j. where necessary, the order in which, the periods within which and the frequency per academic year with which interim and final examinations can be taken;

k. where necessary, the period for which passed interim examinations are valid, notwithstanding the authority of the Examination Committee to extend that period;

l. whether interim examinations have to be taken orally, in writing or otherwise; the Examination Committee has the authorization to determine otherwise in special cases;

m. the way in which physically or mentally disabled students are given a reasonable opportunity to take interim examinations;

n. the extent to which oral interim examinations are open to the public; the Examination Committee may determine otherwise in special cases;

o. the period within which the examination results have to be published, as well as the conditions under which it is possible to deviate from this period;

p. how and when students who have taken a written interim examination can see their assessed work;

q. within what period and how students can see the questions of their written interim examination and the assessment criteria applied;

r. on the basis of which interim examinations passed elsewhere in the higher education sector, or which knowledge or skills acquired outside the higher education sector the Examinations Committee can grant exemptions;

s. where necessary, that passing interim examinations is a condition for taking other interim examinations;

t. if there are practical exercises, it has to be specified whether students are obliged to take part in them in order to take certain interim examinations; the Examination Committee maintains the right to grant exemption from practical exercises or impose replacement requirements;

u. monitoring study progress and individual study guidance.

The OER also includes the requirements for the university entrance examination and for the supplementary investigation on the basis of which exemption can be obtained from the subject-package requirements.

Based on the WHW, the OER must specify, for every Bachelor’s program – or, if applicable, for a major subject within a Bachelor’s program – at least one Master’s program that links up to that program or major subject, with a view to the intake of students who have completed a
Bachelor’s program. This Master’s program can be accessed directly (‘doorstroommaster’). This obligation will no longer apply as of September 1st, 2015. The Master’s programs that correspond directly to the different TU/e Bachelor’s programs are listed in paragraph 2.5.

The OER for the corresponding Master’s program must also specify the admission requirements for students taking the preceding Bachelor’s program but who have not yet completed it, and for students who are not taking the Bachelor’s program or who have taken it but who want to apply for the Master’s program through a proof of admission. For proof of admission, see paragraph 2.5.

With effect from September 1st, 2012, all students (including (HBO) pre-Master’s students) have completed their Bachelor’s program before being admitted to a Master’s program.

If a Bachelor’s or Master’s program is being offered for the first time, the OER must be established no later than three months before the start of the academic year. Before the Departmental Board establishes the OER, after prior approval of certain components by the FR, the study program committee will give advice about the establishment of, or changes to, the OER. There is a study program committee for every program; half of its members are students enrolled in the program, and the other half are members of staff. The Departmental Board is responsible for reviewing the OER regularly and monitoring its implementation. The study program committee will review the way in which the OER is implemented annually.

Within TU/e the use of the model OERs for the Bachelor’s and Master’s programs as guidelines is prescribed in general terms by the Executive Board. The parts of the OER that serve as a guideline are submitted to the University Council (UR) for approval. These rules are the same for all programs. The model OERs can be found on TU/e website.

5.4 Certificates and statements

Students are notified of examination results via e-mail. As an extra service, students can retrieve their own results from the Internet with a personal access code. The results may also be announced on the official noticeboards. Students who pass an examination will receive a certificate as proof. To receive a certificate, students must sign up for an Examination Committee meeting via OASE. The Examination Committee will deal with this request as quickly as possible.

The certificates of the first-year final examination must specify, according to law, to which program the certificate applies and which components the examination comprised.

The certificate of the university teacher-training program must also mention the competence requirements fulfilled by the holder.

The examination certificates for the Bachelor’s and Master’s programs must contain the following information:

- the name of the institution and the program (as mentioned in the CROHO) they apply to;
- which components the examination comprised;
- (if applicable) what qualification is connected to the certificate (e.g. teaching qualification);
- what degree was awarded (see also paragraph 5.6);
- when the program was most recently accredited.
The certificates are, at this time, drawn up and presented in Dutch and English. In addition, a supplement has been added to the certificates for the final examinations of the Bachelor’s and Master’s programs. The supplement provides information on the nature and content of the program completed by the student, partly to aid international recognition of programs. The supplement will in any case comprise the following information:

a. the name of the program and the institute providing it;
b. whether it is an academic or a higher professional program;
c. a description of the content of the program, and
d. the study load.

TU/e will draft the supplement in English. The supplement that belongs with the Bachelor’s degree certificate also states that the student has successfully completed the core study component in Professional Skills.

Those who have passed at least two interim examinations, but not the final examination of which they are part, will on request receive a statement from the Examination Committee stating which interim examinations were passed.

5.5 Double degree
5.5.1 Internal double degree

An internal double degree refers to situations in which a student wishes to be awarded, with a limited extra study load, certificates from more than one – partly overlapping – Bachelor’s program or Master’s program at TU/e. This means that the student will receive two degree certificates if he meets the following requirements.

**Bachelor’s programs**
To be eligible for an internal double degree, a student must have at least 45 credits from the successful completion of major study components in addition to the regular study load of a program, to fulfill the final requirements of both programs. Students who obtain 90 credits more than the regular study load are not eligible for a double degree, but become eligible for two Bachelor’s certificates. To obtain two Bachelor’s certificates in the context of an internal double degree, students must therefore achieve an extra study load of at least 225 and no more than 270 credits.

If the student conducts one graduation project the core elements of both programs must be clearly recognizable within it. This will be assessed by the examination committees concerned.

**Master’s programs**
To be eligible for an internal double degree, a student must have at least 30 credits from the successful completion of study components in addition to the regular study load of a program, to fulfill the final requirements of both programs. Students who obtain 60 credits more than the regular study load are not eligible for a double degree, but become eligible for two Master’s certificates. To obtain two Master’s certificates in the context of an internal double degree, students must therefore achieve an extra study load of at least 150 and no more than 180 credits.

If the student conducts one graduation project the core elements of both programs must be clearly recognizable within it. This will be assessed by the examination committees concerned.
Further information on internal double degrees
Regulations: CvB guidelines of April 24th, 2008 on internal double degrees within TU/e

5.5.2 Double degree on the basis of agreements with a foreign institute
A double degree means that, based on a cooperation agreement with a foreign higher education institute, part of the program can be taken at that institute; on the basis of the results obtained at both the Dutch and the foreign institute, students who complete the program successfully have the right to two certificates: a Dutch certificate and a foreign one. Information on the possibilities of a double degree is available from the academic advisors of the different programs.

5.6 Degrees and titles
The Act introducing the Bachelor-Master structure states that students who pass the final examination of a Bachelor’s or Master’s program will be awarded a Bachelor’s or Master’s degree, respectively.

Depending on the subject area in which the final examination was taken, the suffixes “of Arts” or “of Science” will be added. The TU/e Bachelor’s and Master’s programs lead to “Bachelor of Science” or “Master of Science” degrees. Graduates can add these titles to their names. The degrees are abbreviated to BSc and MSc, respectively, and placed after the name.

Students who have obtained a Master of Science degree at TU/e may also adopt the Dutch title “ingenieur” (engineer), abbreviated to “ir.” and coming before their name. An exception to this rule is the Master’s program in Science Education and Communication. This program falls under the heading of education and entitles graduates to use the title “drs.”. Graduates have to choose whether to use the title “ir.” or “drs.” before their name or MSc after it.

Further information on interim and final examinations
Legislation: - Articles 7.3, 7.3d, 7.8, 7.10 through 7.14, 7.20 of the WHW
Publications: - educationguide.tue.nl
For more information: - STU, phone no. +31 (0) (40) (247) 47 47
- Departmental academic advisors
Students have the right to participate in various university bodies. This chapter outlines the relevant bodies and their competencies.

6.1 Student participation

TU/e has two participatory bodies in which students and staff can consult each other. At the central level, this is the University Council (UR); at the departmental level, it is the Departmental Council (FR).

Students can vote for and be elected to the UR and FR: they have both the active right to vote and the passive right to be elected. The elections for the UR and FR are held in accordance with TU/e Electoral Regulations, which specify the procedures for nominating candidates, voting, determining the election results, etc. The term of office for students in both the UR and the FR is one year.

In addition, students have a say in:
- the Student Advisory Body (SAO): one student representative per program (based on the Bachelor’s programs);
- student advisory organ international (SAO international): for each study program there is one representative of international students (Bachelor’s programs);
- Departmental Board: one student with an advisory vote;
- the study program committee: half of the members are students on the program concerned.
- Advisory Committee for Bachelor’s programs (ACB)

The TU/e’s governing structure is explained below, to ensure that the position of the aforementioned bodies in this structure is clear; also, the composition and tasks of aforementioned bodies will be further elaborated.

6.2 Governance structure of TU/e

6.2.1 Institute level

There is one governing body at the top level, the CvB, and one supervisory body, the Supervisory Board. The UR is a representative body. The tasks and authorizations of these bodies are described in the WHW and in TU/e administration and management regulations.

Supervisory Board

The Supervisory Board is a supervisory body, consisting of three to five members appointed by the Minister of OCW. One of the members is appointed on the nomination of the University Council. The Council must nominate at least two names. This Board monitors the CvB generally and is responsible for appointing the members of the CvB. The Supervisory Board holds consultations with the University Council at least twice a year.

Executive Board (CvB)

The CvB is the governing body at institutional level. It is responsible for the strategic policy and the daily management of the institute as a whole, and is accountable for this
responsibility. The CvB is accountable to the Supervisory Board, which monitors its activities generally. The CvB consists of three members, including the Rector Magnificus, who are appointed, suspended and dismissed by the Supervisory Board. Before appointing or dismissing a CvB member, the Supervisory Board will consult with the UR in confidence. Among other things, the CvB establishes the administration and management regulations to regulate the administration, management and organization of the university, as well as the institute plan and the budget. The TU/e secretary supports the CvB, but is not a member.

**Dean of the Bachelor College**
The Dean of the Bachelor College (Dean BC) coordinates the Bachelor’s programs within the Bachelor College on behalf of the CvB. His main tasks are:
- development and implementation of the institute’s policy and administrative guidelines in relation to the Bachelor’s programs;
- quality assurance in relation to the Bachelor’s programs; and
- innovation and strengthening of the Bachelor’s programs.
More detailed rules regarding TU/e Bachelor College and the Dean BC are specified in the TU/e Bachelor College regulations.
The Dean BC is appointed by the CvB for a period of four years.

**Dean of the Graduate School**
The Dean of the Graduate School (Dean GS) coordinates the Master’s and designer programs as well as PhD programs within the Graduate School on behalf of the CvB. His main tasks are:
- development and implementation of the institute’s policy and administrative guidelines in relation to the graduate programs;
- quality assurance in relation to the graduate programs; and
- innovation and strengthening of the graduate programs.
Further regulations relating to the TU/e Graduate School and the Dean GS are stipulated in the Graduate School Regulations. The Dean GS is appointed by the CvB for a period of four years.

**University Consultative Council**
The University Consultative Council is established by the CvB and not based on law, for consultation between the CvB and the departmental deans. The University Consultative Council convenes on a regular basis, enabling the CvB to consult with the deans on the institute’s policy on education and science, etc.

**University Council**
The UR consists of nine students and nine staff members. The law specifies the general competencies of the UR. Generally, the UR has the right of approval, the right to give advice, the right to initiate and the right to request information. The UR has, for example, the right of approval concerning:
- the student statute;
- the administration and management regulations;
- the institute plan;
- the Tu/e Students’ financial support regulations (proifieringsfonds).

This list is incomplete: the TU/e administration and management regulations state in which cases the CvB needs prior permission from the UR. The WHW and TU/e University Council
regulations specify the subjects on which the UR must give advice. In any event, the CvB must submit to the UR for advice every intended decision on matters relating to the continued existence of and orderly daily routine within the University. This also applies to the budget. The staff section has the right of approval regarding a number of staff matters. The student section has the right to give advice on these matters.

**Doctorate Board**
The Doctorate Board was set up for decisions regarding doctorates. The Board consults with the CvB about granting honorary doctorates. Its members are all the deans, under the leadership of the Rector.

**Student Advisory Body (SAO)**
The SAO is a committee set up by the CvB. Each Bachelor’s program designates one student as a member of the SAO.
In addition, the SAO has two functions, namely:
- giving advice, on request or on its own initiative, to the CvB regarding education and student policies;
- conducting consultations between students and the CvB.
The SAO is chaired by the Rector. The STU director and the Dean BC are the vice-chair and second vice-chair, respectively.

**Student Advisory Body International (SAO International)**
The SAO International is an informal advisory body for the CvB that consists of international students. The SAO International issues recommendations, both solicited and unsolicited, to the CvB in the fields of education and student policy. Its deliberations are chaired by the Rector. The director of STU is the vice-chair.

**Program Director Council (OO)**
The OO is a consultation body consisting of the directors of the Bachelor’s programs, the director of the STU, the Dean BC and the Rector. The OO has monthly meetings about education policy affairs and education management matters, under the chairmanship of the Rector.

The OO advises the CvB, on request or on its own initiative, about educational matters relating to the Bachelor’s programs.

**Advisory Committee on Bachelor’s Education**
The Advisory Committee on Bachelor’s Education ensures optimum cooperation between the departmental Study Program Committees, resulting in a coherent policy on Bachelor’s education. The tasks of the Advisory Committee are specified in TU/e Bachelor College regulations. The Advisory Committee on Bachelor’s Education consists of one member of the academic staff and one student member of the Study Program Committee of each Bachelor’s program. The Advisory Committee meets once every semester.

**Advisory Committee on Bachelor’s program examinations**
The Advisory Committee on Bachelor’s program examinations ensures close cooperation between the departmental Examination Committees to assure the quality of the Bachelor’s certificates. The TU/e Bachelor College regulations specify the tasks of the advisory committee. The Committee consists of the chair of the Examination Committee of each Bachelor’s program. The Advisory Committee meets eight times per year.
Graduate School Council (OGS)
The OGS is a consultative body consisting of the directors of the graduate programs at TU/e (including the directors of the Master’s programs), the director of the STU and the Dean GS. The OGS is chaired by the Dean GS and meets every month to discuss education policy and management matters.
It offers advice, on request or on its own initiative, to the CvB regarding post-Bachelor education.

Organizational chart
6.2.2 Departmental level
At the departmental level, there is one governing body, the Departmental Board (FB). The Departmental Council (FR) is a representative body within the department.

Departmental Board
The FB is the governing body at the departmental level. Its three or four members, including the dean, are appointed by the CvB. A student attends meetings of the board, and has an advisory vote.

The advisory student member of the Departmental Board is appointed as follows. The FB invites the student members of the FR to submit a recommendation for the position of student advisory member. The recommendation contains the names of one or more students who are themselves not members of the FR. The student advisory member is appointed by the CvB on the recommendation of the FB, normally for a period of one year.

The FB is ultimately responsible for the content and design of the education and research. The implementation of education and research is coordinated by the program directors and research school directors. They are directly responsible for the implementation of the education and research programs and for spending the budgets for the programs. They are accountable directly to the FB. The academic staff, with possible exceptions, are assigned to certain capacity groups or sections by the FB.

The FB is accountable to and offers information on request to the CvB and, with regard to Bachelor’s and graduate education, to the Dean BC and Dean GS respectively, acting on the CvB’s behalf.

Departmental Council (FR)
The FR is the representative body at the departmental level. It consists of five students and five staff members. It has approximately the same competencies as the UR, with a focus on matters that concern the departments. It also has the right of approval and the right to give advice, as well as the right to initiate and the right to request information. In addition to the WHW and the administration and management regulations, the tasks and competencies of the UR are also laid down in the departmental regulations.

The most important rights of approval of the FR are:
- establishing or changing the departmental regulations;
- establishing or changing the OER (with the exception of matters prescribed by the CvB as guidelines and matters that, according to the law, are the responsibility of the Departmental Board).

In addition, the FR has the right of advice regarding affairs that are of special concern to the department.

6.2.3 Program level
Program director
The administrative responsibility for education at the program level lies with the program director.

Study Program committee
For every program or group of programs at the department, a study program committee must be set up. The study program committee consists half of students who are enrolled in the program in question, and half of staff members. The composition and method of appointing members are specified in the departmental regulations.
The study program committee’s tasks are:
• to give advice on establishing and changing the OER;
• to evaluate the implementation of the OER annually;
• to advise the program director and the Departmental Board on request or on its own initiative regarding all matters pertaining to the education provided by the program in question.

**Further information on the university administration**

**Legislation and regulations:**
- chapter 9 of the WHW
- TU/e administration and management regulations
- TU/e University Council regulations;
- departmental regulations
- general electoral regulations

**For more information:**
- general: Legal Affairs, phone no. +31 (0) (40) (247) 22 72
- regarding elections: Central Voting Bureau, phone no. +31 (0) (40) (247) 25 54
- regarding the UR: UR secretary, phone no. +31 (0) (40) (247) 25 54
- regarding the FR: departmental secretariat, see educationguide.tue.nl
- regarding the Advisory Committees on Bachelor’s Education and Bachelor’s Program Examinations: Dr G.A. van de Watering, phone no. (+31) (0) (40) (247) 20 03
As a student, you have rights and obligations. Students can enforce their rights via objection and appeal procedures. This chapter describes how and with whom students can lodge an objection or appeal. There is also the option of lodging complaints.

7.1 The facility
With the coming into force of the Administrative Reinforcement Act (Wet Versterking Besturing) on September 1st, 2010, the university is obliged to establish a single facility for students with disputes and complaints. This facility has been set up under the STU. Students can submit disputes and complaints online, in writing or at the STU reception desk. Disputes can be divided into appeals and objections. The facility decides what constitutes a complaint, an appeal or an objection.
The facility ensures that the date of receipt is noted on the complaint or dispute, which is then passed on for further processing. It sends the student a confirmation of receipt. If a dispute or complaint is sent directly to a body of the university, the body concerned first sends the document to the facility for registration before it starts dealing with it. If the facility sends a dispute or complaint to an unauthorized body, the body concerned will return the document to the facility as soon as possible.
Appeals are processed by the Examination Appeals Board (CBE). In the case of objections, the Disputes Advisory Committee (GAC) offers advice to the body that made the decision. This is usually the Executive Board or the Departmental Board. Disputes must be submitted to the department within six weeks of the date on which the decision was made.
Complaints can be registered at the STU. Verbal complaints are processed after the student (perhaps with the help of a student advisor or academic advisor) has filled in and submitted the digital form. The STU official charged with dealing with complaints passes the complaint on to the department or service where the person referred to in the complaint works. The complaints official monitors the progress of the complaint.

Determining whether a complaint or dispute has been submitted timely depends on the moment at which the complaint or dispute is received by the department.
The facility draws up an annual report describing the way in which complaints and disputes have been dealt with.
Below, the procedure is described for dealing with disputes and complaints after STU has passed the dispute or complaint on to the body or official responsible for processing it. In this chapter, ‘students’ includes ‘external students’.

7.2 Disputes
As stated above, disputes can be divided into appeals and objections. Appeals are dealt with by the Examination Appeals Board (CBE), and objections are dealt with by the competent body, which is advised by the Disputes Advisory Committee (GAC).

7.2.1 Appeals
If a student does not agree with an individual decision, he can lodge an appeal with the relevant facility, against:

- decisions by Examination Committees and examiners;
- a negative recommendation on the continuation of studies;
- decisions concerning admission to examinations, e.g. a decision by a university-entrance-examination committee;
- decisions regarding the number of obtained credits, in connection with speed (‘tempo’) and performance grants;
- committee decisions regarding the evaluation of the student’s suitability for the study and command of Dutch;
- decisions relating to admission to the supplementary investigation;
- decisions relating to exemptions;
- decisions relating to access to one or more specializations, if the nature and content of the various specializations within the program differ such that exercise of this authority is justified.

In addition, appeals can be made:

- against a written refusal to take a decision;
- if a decision is not taken within the specified period.

The facility passes the appeal on to the CBE as soon as possible for further processing.

Students can appeal against a decision by the CBE with the Higher Education Appeals Tribunal (CBHO). The CBHO is a national board located in The Hague.

7.2.2 Procedures of the Examination Appeals Board

Appeal
The CBE deals with appeals. An appeal procedure can be instigated by submitting a written appeal to the STU facility within six weeks of the decision being made known in the prescribed manner. This period can only be deviated from if the person involved can prove that it was not reasonably possible to submit the appeal earlier. The person lodging an appeal is called the “appellant”. No legal charges are imposed for submitting a written appeal. The written appeal must be signed and must contain, at least:

- the name and address of the appellant;
- the date;
- a description of the decision against which the appeal is being made;
- the grounds of the appeal.

If the written appeal does not meet these requirements, it cannot be made admissible.
**Amicable settlement**

Before dealing with the appeal, the CBE will send the written appeal to the body (usually the Examination Committee) that made the decision or refused to do so. This body must consult with the student to see whether it is possible to reach an amicable settlement. This must occur within three weeks of receipt of the appeal by the facility. If the appeal is against the decision of an examiner who is a member of the Examination Committee, this examiner must not take part in the deliberation of whether an amicable settlement is an option.

The CBE will be notified of the outcome of the deliberation within three weeks. If a settlement cannot be reached, the written appeal will be dealt with and the body concerned will be asked to submit a written defense. The written defense is a response to the student’s appeal.

**Further treatment**

*The hearing*

Before the CBE decides on the appeal, it will give the parties the opportunity to be heard. The hearings will in principle be open to the public.

During the hearing, both parties will be given the opportunity to elaborate on their points of view. Each of the parties may be represented by an authorized person or legal counsel. This could be a lawyer, but also, for example, a family member. In addition, the parties can call witnesses and experts.

The parties can submit documents up to ten days before the hearing. All documents that apply to the written appeal will be available for viewing at the CBE secretariat at least a week before the hearing. If there are good reasons for maintaining secrecy, the CBE can decide not to permit the documents to be viewed.

*Simplified procedure*

When dealing with the written appeal, the CBE may decide not to hold a hearing if:

- the appeal is clearly non-admissible;
- the appeal is clearly unfounded;
- the parties declare that they wish to waive the right to be heard.

*Temporary judgment*

In urgent cases, the student can request a temporary judgment from the CBE chairman, pending judgment in the main case. This request must be submitted in writing, giving reasons. There must be directly provable evidence of the need for a rapid judgment. The chairman will make a decision after the body or examiner concerned has been heard, or at least summoned.

**The judgment**

The CBE will decide within ten weeks, calculated from the day after which the deadline for submitting the written appeal expires.

The judgment can take the following forms:

- The CBE may rule that the appeal is legitimate: the decision will be totally or partly quashed. The CBE may rule that a decision be made again, or in the case of a refusal to make a decision, that the decision must be made, or that the interim or final examination, supplementary investigation or admission investigation, or any part thereof, be conducted again. All of this must occur within a period set by the CBE and under conditions to be determined by the CBE;
- the CBE may rule that the appeal is unfounded: the decision stands, or the refusal to make a decision is considered correct;
• the appeal can be made inadmissible, which means that the appeal will not be considered: the CBE does not assess the content of the appeal, for example, because time limits have been exceeded.

The judgment will be sent to all parties. Further appeal against the CBE’s judgments must be submitted to the CBHO within six weeks. For more on the CBHO see paragraph 7.3.

7.2.3 Objections
If a student does not agree with a decision regarding him taken by a body of TU/e, he can report this to the STU facility, digitally or in writing. The facility is responsible for ensuring that the objection is passed on to the body that made the decision as quickly as possible. The body is obliged to ask the Disputes Advisory Committee (GAC) for advice on how to deal with the objection. The objection will then lead to a review of the decision. This is known as the ‘decision on objection’ (‘beslissing op bezwaar’).
If the student is still not in agreement with the decision of the Executive Board after reconsideration, he can submit an appeal to the CBHO. The decision on objection states that an appeal can be lodged at the CBHO within six weeks. For more on the CBHO see paragraph 7.3.

7.2.4 Written objection procedure

Written objection
Objections can be submitted in writing to the STU facility within six weeks of the decision being made known in the prescribed manner. No legal charges are imposed for submitting a written objection.
The written objection must meet the same requirements as a written appeal. See also paragraph 7.2.2.1. of this chapter.

Amicable settlement
The Disputes Advisory Committee will investigate whether an amicable settlement between the parties is possible. This can take place before or during the hearing.

Immediate haste
In cases of immediate haste, the chairman of the Disputes Advisory Committee may on request specify that the committee will issue its advice to the Executive Board/Departmental Board as soon as possible. The chairman will decide within one week of receiving the objection whether it is a case of immediate haste and inform the person concerned and the board of the institute as soon as possible. The board will take a decision within four weeks of the objection being received by the facility.

Treatment of a written objection

The hearing
Before the governing body makes a decision, it will give the parties the opportunity to be heard. The Disputes Advisory Committee will conduct the hearing.
During the hearing, both parties will be given the opportunity to elaborate on their points of view. Each of the parties may be represented by an authorized person or legal counsel. In addition, the parties may call witnesses and experts.
The parties can submit documents up to ten days before the hearing. All documents that apply to the written objection will be available for viewing at least a week before the hearing. If there are good reasons for maintaining secrecy it may be decided not to permit the documents to be viewed.
Simplified procedure
During the treatment of the written objection, it may be decided not to hold a hearing if:

- the objection is clearly non-admissible;
- the objection is clearly unfounded;
- the parties declare that they wish to waive the right to be heard.

The decision on the written objection
The competent governing body will decide within ten weeks of receiving the written objection.

If the objection is admissible, the disputed decision will be reviewed. If the results of the review make this necessary, the governing body will cancel the decision and, if necessary, make a new decision.

The decision will be sent to all parties.

Appeal against the governing body’s decision can be submitted to the CBHO. The appeal procedure is described in detail below in section 7.3.

7.3 The Higher Education Appeals Tribunal
The Higher Education Appeals Tribunal (CBHO) is a national board located in The Hague. Students can lodge appeals with the CBHO against decisions by or on behalf of the CvB relating to decisions taken by bodies of TU/e concerning them on the basis of the WHW and the regulations based on it.

Issues that may be the subject of an appeal include:

- a negative recommendation on the continuation of studies;
- decisions relating to enrollment and intermediate termination of enrollment;
- payment, exemption, reduction or reimbursement of tuition fees;
- financial support on the basis of the Tu/e Students’ financial support regulations (profileringsfonds);
- measures to restrict access to the university premises and grounds.

Further appeal can also be lodged:

- against a written refusal to take a decision;
- if a decision is not taken within the specified period.

Before a student can lodge an appeal with the CBHO, he must have submitted a dispute to the STU facility.

7.4 Procedures of the Higher Education Appeals Tribunal

7.4.1 Written appeal
A student who does not agree with the judgment of a governing body on a written objection against one of the decisions referred to in paragraph 7.1.1.b of this chapter may appeal to the CBHO.

He does so by submitting a written appeal within six weeks of the judgment being made known by the governing body. This charge for an appeal is €45 (in 2014).
Treatment of a written appeal

The preliminary investigation
A copy of the written appeal will be sent to the governing body that has taken the disputed decision. The governing body must send all documents regarding the case to the CBHO within four weeks; it is also given the opportunity to submit a written defense. The CBHO can give the person submitting the written appeal the opportunity to respond in writing (i.e. to reply to the written defense). In that case, the governing body will be given the opportunity to respond in writing in turn (i.e. to answer the reply). The CBHO specifies terms within which the responses must be submitted. The CBHO can summon the parties to appear, in person or through an authorized representative. The tribunal can request the parties and others to provide written information, which must be submitted within a time limit set by the CBHO. The CBHO can call witnesses, appoint experts and interpreters, and conduct an on-the-spot investigation. If the case is urgent, the CBHO may rule that the case be treated more rapidly. The CBHO can close the investigation if it is not necessary to proceed with it for the following reasons:
- the tribunal is clearly not authorized to deal with the appeal;
- the appeal is clearly inadmissible;
- the appeal is clearly unfounded;
- the appeal is clearly legitimate.
Objections can be made against such judgments.

The investigation during the hearing
After the preliminary investigation, parties will be invited at least three weeks in advance to appear at a CBHO hearing, at a time and place specified in the invitation. During the session, all parties will be given the opportunity to elaborate on their points of view and to answer questions from the tribunal. Each of the parties may use representatives. They may also call witnesses and experts, provided they notify the tribunal and the other party at least one week before the hearing. In principle, the hearing is open to the public. Parties can submit further documents until ten days before the hearing.

The judgment
The CBHO will pass written judgment within twelve weeks of the termination of the investigation. The tribunal can also pass oral judgment during the hearing, immediately after the termination of the investigation. The judgment of the CBHO can take the following forms:
- the decision in question will be totally or partially quashed. The CBHO can also specify the consequences of the cancellation. The defendant will have to make a new decision taking into account the tribunal’s judgment. In some cases, the decision will set a new time period;
- the appeal is unfounded: the disputed decision stands;
- the appeal is inadmissible, which also means that the appeal is rejected: the CBHO does not assess the content;
- the CBHO is not authorized to deal with the appeal.
The judgment is sent to all parties. No appeals are possible against judgments by the CBHO.

The temporary provision
In urgent cases, the appellant can request a temporary provision from the CBHO, pending judgment in the main case. This request must be submitted in writing, giving reasons.
7.5 Complaints

Students can submit complaints about the actions or behavior of the university or of persons falling under its responsibility. It is not possible to submit an objection or appeal against these actions. General complaints about policy or teaching or about how these are implemented will not be considered.

As of September 1st, 2010, a complaints official has been appointed at the STU. This official is responsible for passing on complaints and monitoring their progress. He ensures that the complaint is passed on to the appropriate body that is responsible for dealing with it. He also monitors progress to ensure that the complaint is dealt with within six weeks. There is no collective right of complaint.

7.5.1 Complaint regulation for psychosocial work pressure at TU/e

In this complaint regulation, which is part of the Code of Conduct regarding psychosocial work pressure (i.e. inappropriate behavior and work pressure) established by the CvB (see also chapter 8, paragraph 8.1 of this statute), TU/e has determined a uniform procedure for processing complaints about sexual and non-sexual harassment, aggression and violence, bullying, discrimination and excessive work pressure. Students who are confronted with undesirable conduct can report it to a confidential advisor or lodge a complaint with the complaints committee on psychosocial work pressure. The advisor acts as a contact for students who experience sexual or non-sexual harassment, aggression, violence, bullying, discrimination or excessive work pressure; his or her tasks include assisting these students, providing aftercare, giving advice on possible procedures etc. The complaints committee for psychosocial work pressure is responsible for investigating the complaints it receives and submitting a written report to the CvB (or the responsible administrator), along with advice on appropriate measures or sanctions. During the handling of complaints about undesirable conduct, the privacy of the persons involved will naturally be protected.

7.5.2 Processing a complaint

A student can submit a complaint within one year of the actions or behavior taking place. The complaint has to be submitted to the STU facility. The complaints official will supervise and monitor further treatment of the complaint. Complaints will not be considered if a complaint has already been submitted and dealt with, or if it was possible for the student to submit an objection or appeal. Complaints that are part of proceedings under criminal law will also not be considered. If the interest of the student concerned or the seriousness of the behavior is clearly not sufficient, the governing body does not have to consider the complaint.

Complaints are dealt with as described in the table below:

<table>
<thead>
<tr>
<th>The complaint relates to actions and behavior of the following governing body:</th>
<th>Dealt with by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/program</td>
<td>Program director</td>
</tr>
<tr>
<td>Service department</td>
<td>Director of the service department</td>
</tr>
<tr>
<td>Program director</td>
<td>Dean of the department</td>
</tr>
<tr>
<td>Director of the service department</td>
<td>Secretary of the University</td>
</tr>
</tbody>
</table>

Complaints are dealt with in accordance with chapter 9 of the AWB. The main rule is that a complaint is dealt with by a person who is not involved in any way with the behavior about which the complaint has been submitted. The person or body who is
the subject of the complaint will receive the complaint and any subsequent documents relating to it. The person submitting the complaint will be given the opportunity to be heard. A report will be made of this hearing. This step can only be omitted if the complaint is clearly unfounded or if the complainant does not wish to be heard. The complaint must be dealt with within six weeks; this term can be extended by four weeks.

7.5.3 The preliminary procedure
Before submitting a formal complaint, it is advisable for the student concerned to contact the person to whom the complaint relates, or to contact the person who, given his position, seems to be the most appropriate. This can help to ensure that a complaint is taken seriously and may be solved before resorting to the formal procedure.

7.5.4 National Ombudsman
Students with complaints about the conduct of governing bodies or an employee of TU/e can lodge their complaint with the National Ombudsman in The Hague. The incident about which the complaint is made must not have occurred more than one year previously.
Before a complaint can be treated by the National Ombudsman, the student must first contact the body to which the complaint applies. If TU/e has established a complaint regulation (e.g. the sexual intimidation regulation), this procedure must be carried out first.
Not all complaints are treated by the National Ombudsman. For example, matters that can or could have been submitted to the CBE or the CBHO will not be dealt with by the National Ombudsman.
A complaint that is treated may lead to an investigation, concluding with a written report in which recommendations may be made. TU/e is not obliged to act on these recommendations.

Further information on legal protection
Legislation:  
- Chapter 7, title 4 of the WHW
- Chapter 6, 7, 8 and 9 of the AWB
For more information:
- CBE: mr. A.D. van Eggelen, CBE secretary, phone no. +31 (0) 40 (247) 22 72
- GAC (Disputes Advisory Committee): mr. A.D. van Eggelen, phone no. +31 (0) (40) 2272
- complaints from students on the basis of the Code of Conduct for psychosocial work pressure or complaints about sexual and non-sexual harassment, aggression, violence, discrimination and excessive work pressure: confidential advisors:
  - Ms M.M. van den Bosch-Doreleijers, phone no. +31 (0)40 (247) 34 75
  - Ms. drs. J.M. Beenhakker +31 (0) (40) (247) 4747
  - National Ombudsman complaints procedure: phone no. +31 (0) (70) (356) 35 63

Further information on the procedures of the CBE and the CBHO
Legislation:  
- Chapter 7, title 4 of the WHW
For more information:
- general: Legal Affairs, phone no. +31 (0) (40) (247) 22 72
- CBE procedure: mr. A.D. van Eggelen, CBE secretary, phone no. +31 (0) (40) (247) 22 72
- Written objection procedures: mr. A.D. van Eggelen, phone no. +31 (0) (40) (247) 22 72
- CBHO procedure: CBHO secretariat, phone no. +31 (0) (70) 381 30 44, www.cbho.nl,
  - individual students’ right of complaint: STU complaints officer, phone no. +31 (0) (40) (247) 47 47
In addition, for information on several aspects of legal protection and for regular legal aid, please contact:

- LSVb student line: phone no. +31 (0) (30) 231 30 29, www.lsvb.nl, e-mail: studentenlijn@lsvb.nl
- LSR (Landelijk Studenten Rechtsbureau – National Students’ Legal Organization), phone no. +31 (0) (30) 223 16 44, fax +31 (0) (30) 223 16 45, www.lsr.nl, e-mail: info@lsr.nl
- ISO (Interstedelijk Studenten Overleg), phone no. +31 (0) (30) 230 26 66, fax +31 (0) (30) 230 44 11, www.iso.nl, e-mail: iso@iso.nl
8. RULES OF CONDUCT

Rules of conduct have been drawn up to ensure that activities at the university can be conducted without problems arising. These are sometimes stipulated in the law, or have been established by the institute on the basis of legislation. The rules of conduct refer to the way in which activities are conducted in the university buildings and on the university premises, the prevention of sexual harassment, working conditions, protecting privacy, etc.

8.1 House rules and measures to maintain order

Students are expected to conduct themselves in a way that does not contravene TU/e house rules in TU/e buildings and on TU/e premises. The following are important in this respect:

- The regulations and guidelines for the use and management of buildings, established by the CvB at its meeting of October 16th, 2003. These regulations provide the ground rules for operational managers in the academic departments and the heads of service departments regarding their competencies and responsibilities with respect to the management of TU/e buildings and premises. The regulations also provide guidelines for ensuring that the quality of the buildings and premises is maintained. As such, they are intended for all TU/e employees, students and tenants who have a contract with TU/e and who make use of the public parts of the buildings. For students, the most important parts of the regulations are those relating to security and access to buildings, reporting incidents, computer use, eating and drinking, and the use of bicycles and mopeds.

  In addition it is important to note that, as of 15 March 2004, the Eindhoven police will be responsible for enforcing the parking and traffic policy. Bikes, mopeds and cars that pose a danger by being incorrectly parked will be towed away. The complete regulations can be consulted on the TU/e website.

- The TU/e Code of Conduct on psychosocial work pressure (inappropriate behavior and pressure of work), approved on October 4th, 2000, most recently modified on October 4th, 2012, under Article 1.12 of the collective labor agreement for Dutch universities, January 1st, 2011 – January 1st, 2014. This code of conduct includes a complaint regulation describing the procedures for dealing with complaints in this regard. In addition, two confidential advisors have been appointed to provide assistance in cases of sexual and non-sexual harassment, aggression, violence, bullying, discrimination or excessive work pressure (see also chapter 7, paragraph 7.4.1 of this statute).

- TU/e non-smoking regulation 2007 Under this regulation, there is a general smoking ban in public spaces at TU/e, unless indicated otherwise.

- On July 1st, 2012, the TU/e regulations on computer and network use 2012, established by the CvB, came into force. Among others, this regulation applies to students and staff who have obtained permission to use TU/e computer and/or network facilities. The regulation explicitly describes what is not allowed during the use of the facilities (art. 4). It also contains provisions on handling complaints about misuse of TU/e computer and network facilities and the countermeasures that TU/e can take. The following measures can be taken against students:
  a. A written warning, including a written warning with conditions;
b. The immediate removal or blocking of information. This might also include the removal or blocking of other information belonging to the student concerned. The student is responsible for all damage caused by the removal or blocking of information as referred to in this article, also when this involves the removal or blocking of other information than that of the student involved.

c. Conditional or unconditional denial of access to and/or use of the facilities and/or use of the user code, password and/or e-mail address, and/or conditional or unconditional denial of access to TU/e buildings, as described in the regulation on the use of university buildings;

d. Lodging a complaint about an unlawful act;

e. If a third party can prove that his rights have been violated, the identity of the student involved may be made known to that third party. The regulations explain how complaints about the misuse of computer facilities are dealt with. The starting point for the regulations is that a complaint is submitted. This notification can relate to misuse by either students or staff. Misuse by students can be reported to the Computer Use Committee (CGC). If the misuse is not serious, the program director himself, rather than the CGC, can deal with the complaint. Incidents of serious misuse are reported to the full CGC, which issues advice to the competent authority. The competent authority may impose one of the aforementioned measures. The TU/e regulations for computer and network use 2012 can be found on the Internet at www.tue.nl/stu.

- The TU/e Code of Conduct for Academic Integrity will come into force on September 1st, 2014 and shall apply to both the academic staff and students. This means that students, too, must respect the five core values of academic integrity and comply with the standards and principles that follow from them when engaging in research, design and educational activities: reliability, intellectual honesty, openness, independence and social responsibility.

Possible violations of this code of conduct should be reported to the relevant persons in authority or to the appropriate counselor for academic integrity at TU/e. See www.tue.nl/onderzoek/wetenschappelijke-integriteit/.

This website also contains information about the complaints procedure.

Further information on house rules and measures to maintain order

Legislation and regulations:
- Article 7.57.h of the WHW;
- Regulations and guidelines for the use and management of buildings of October 16th, 2003;
- Code of conduct on psychosocial work pressure, and complaints regulations on psychosocial work pressure;
- TU/e non-smoking regulation 2007
- TU/e regulations on computer use 2012, approved by the CvB on June 14th, 2012.
- TU/e Code of Conduct for Academic Integrity, applicable as of September 1st, 2014

For more information:
- general: Legal Affairs, phone no. +31 (0) (40) (247) 22 72
- complaints relating to the code of conduct on psychosocial work pressure: confidential advisors:
  - Ms M.M. van den Bosch-Doreleijers, phone no. +31 (0)40 (247) 34 75
  - Ms. drs. J.M. Beenhakker +31 (0) (40) (247) 47 47
8.2 Health, Safety and Working Conditions

The CvB is responsible for the health, safety and other working conditions in the buildings and on the premises of TU/e.

The provisions of the Working Conditions Act for TU/e staff activities apply equally to TU/e students and external students. They are expected to observe the necessary precautions and care. In particular, they are obliged to:

- use the provided personal protection equipment properly and to store it in its appropriate place after use;
- use instruments, equipment, dangerous materials etc. properly and not to make alterations to the provided safety devices;
- comply with further rules and instructions regarding safety and health;
- immediately report matters that can jeopardize safety and health to those locally responsible or to the CvB.

TU/e, and especially the AMVS (Arbeidsomstandigheden Milieu Veiligheid Stralingsbescherming), provides students with information on RSI (Repetitive Strain Injury) and CANS (Complaints of Arm, Neck and/or Shoulder) resulting from working with monitors, mice and keyboards. The AMVS has published a brochure on this subject and more information can be found on the Internet (www.tue.nl/amvs). Students who have RSI symptoms are advised to contact their academic advisor.

Further information on health, safety and working conditions
Legislation: - Working Conditions Act
Information from: - AMVS, phone no. +31 (0) (40) (247) 35 00, amvs@tue.nl
                     www.amso.nl

8.3 Protection of personal data

Students (including external students) have the right to protection of their personal data as registered in TU/e files. This is the responsibility of the CvB. Since September 1st, 2001, this has been covered by the Personal Data Protection Act.

Further information on personal data protection
Legislation: - Personal Data Protection Act
For more information: - Legal Affairs, phone no. +31 (0) (40) (247) 22 72
                       STU, phone no. +31 (0) (40) (247) 47 47

8.4 Copyright law

Students and external students will have to deal with matters of copyright during the course of their studies. This may take the form of making analogue or digital copies of publications and making using of sections of work published by another author in their own work. Students and external students must observe copyright laws when using publications, such as books and professional journals. The copyright law provisions are noted on the first pages of the document. If students fail to observe these laws, it constitutes fraud or plagiarism, and the Examination Committee is entitled to impose sanctions. See the article on fraud in the examination rules and procedures for the program concerned.
In a limited number of cases, it is permitted to make photocopies or otherwise copy existing texts and pictures, without needing further permission from the patent owner. In these cases, the following rules apply in accordance with the Copyright Act:

Reproducing the publications of another author (analogue, digital)
Making photocopies of another author’s work (paper → paper) without the consent of that author is permitted if:
- the photocopies are for personal use or studying;
- the number of photocopies made is small (maximum three);
- the photocopies are made by the future user himself (or at his request);
- it concerns no more than a small part (no more than 10% of the text and no more than 10,000 words).

The latter condition does not apply to publications that are out of print (e.g. a unique antique book), or to short articles in newspapers or magazines. These may be copied in their entirety.

The above relates to photocopying for personal use or study and also applies to printing (digital → paper) and scanning (paper → digital) publications by another author.

Digital publications, even when these are still available, may be reproduced digitally (downloading, digital → digital) in their entirety without permission for personal use or study.

Use of portions of publications by another author in a piece of written work
It is forbidden to use parts of a publication by another author without the consent of that author and without including references in the correct manner. When someone acts in this manner – in other words attributing the text of another author to himself – this is considered as plagiarism. Plagiarism is a serious offense. The Examination Board may take action if plagiarism is found to have occurred.

An exception to the above is the use of citations. In order to cite another author’s work, no prior permission is required (but the title, date or edition and number must be referenced).

However, citations – quoting from the text of another author word for word – must meet a number of requirements. The citation must:
- be used in an academic context;
- be functional. The text cited must be relevant to the subject;
- be short. It is not possible to state a maximum length for a citation here;
- originate from legally published material. Citing from confidential or as yet unpublished material is not permitted;
- not be a misrepresentation or distortion of the cited work;
- include the source and name of the cited work.

An author must also be referenced if the text of another author is not cited word for word but is paraphrased using different words. Citations are usually associated with quoting text excerpts, but they may also take the form of photographic material, illustrations, tables and video excerpts.

Further information on copyright law
Legislation: - Copyright Act of 1912
For more information: - Legal Affairs, phone no. +31 (0) (40) (247) 22 72

8.5 Patent law
By signing the enrollment form, students waive all entitlements regarding intellectual property rights to work, models, drawings or inventions produced in the context of their study
(and/or in the context of projects relating to the program conducted by TU/e or third parties in which the students are involved) throughout the entire period that they are enrolled as a student at TU/e (or are otherwise employed by TU/e) in favor of TU/e.

If TU/e has to undergo certain procedures at a later date to acquire or preserve these rights, the students concerned may be asked for their cooperation. In such cases, they are obliged to cooperate without imposing further conditions. If any costs should be incurred by third parties (including official bodies) they will be borne by TU/e.

In the case of internships, graduations or involvement of other companies etc. in the program, a supplementary statement relating to property rights will often also be drawn up. This supplementary statement will take precedence over the general waiver of intellectual property rights.

Students participating in research in the context of a research contract may be asked to sign a secrecy statement.

**Further information on patent law**

**Legislation and regulations:**
- Patents Act
- TU/e patents and inventions regulations of June 29th, 2006 (which came into force on January 1st, 2006; modified on September 4th, 2008).

**For more information:**
- Legal Affairs, phone no. +31 (0) (40) (247) 22 72 or Mr G.N.M.J. Verschuren of TU/e Innovation Lab, phone no. +31 (0) (40) (247) 56 26.
SUMMARY
of TU/e REGULATIONS mentioned in the Student Statute

Departmental regulations

- Education and examination regulations of the programs:
  included in the relevant digital study guide (educationguide.tue.nl).

Central regulations

These regulations are available for inspection at:
- STU
- Central Library and the departmental libraries
- Departmental academic advisors

Most regulations can be found on TU/e website:

- TU/e regulations on administration and management
- TU/e code of conduct for foreign languages
- TU/e code of conduct on psychosocial work pressure 2000
- TU/e non-smoking regulation 2007
- Tu/e Students’ financial support regulations (profileringsfonds) 2014-2015
- TU/e regulations on computer use 2012 of June 14th, 2012, which came into force on July 1st, 2012
- Regulations and guidelines for the use of university buildings of October 16th, 2003
- Order of the State Secretary for Education, Culture and Science of February 25th, 2011, amending the Order on specific prior education requirements for higher education (2007), (revised appendices), amending the Order on supplementary requirements for higher education and art education (revised appendices), and amending the Order specifying higher education programs regarding the admission of deficient students (2007)
- TU/e patents and inventions regulations of June 29th, 2006 (which came into force on January 1st, 2006; modified on September 4th, 2008)
- TU/e Regulations for Registration, Program Choice Check, Enrollment, and Termination of Enrollment 2014 of February 27th, 2014 (which entered into force on March 1st, 2014)
- TU/e regulations for admission to Master’s programs 2012, approved by the CvB on June 21st, 2012
 Regulations for contract students 2012, approved by the CvB on June 21st, 2012, which came into force on September 1st, 2012

 Code of conduct for international students in Dutch higher education (revised version of December 2009)

 TU/e policy memorandum on studying with a functional impairment, approved by decision of the CvB on 27 June 2006

 TU/e University Council regulations

 Departmental regulations

 General voting regulations

 TU/e Bachelor College guidelines 2014 of April 24th, 2013

 TU/e Bachelor College regulations of March 1st, 2012

Higher Education and Research Act

The WHW is available for inspection at:
STU
Legal Affairs
Central Library
www.wetten.nl