Description Master Allocation Procedure for the academic year 2018-2019
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Introduction
In order to ensure that MSc students will get a qualitative supervision, the Board of the Department of Mechanical Engineering aims to match the number of MSc students within each research group of the Department of Mechanical Engineering with the available supervision capacity of that group. In order to safeguard quality of supervision, the maximum number of students that can enroll a particular research group will have to match the available capacity of that group. From September 2017 a new procedure has been implemented within the Department of Mechanical Engineering to allocate students to research groups. The Board of the department thereby provides students a suitable position within the university to complete their MSc project.

The Department of Mechanical Engineering is responsible for the MSc program Mechanical Engineering (MW), including the special Master’s track Manufacturing Systems Engineering (MSE-W), and the interdepartmental MSc programs Automotive Technology (AT), Systems and Control (SC), and Sustainable Energy Technology (SET). The regulations for the procedure presented below apply to all programs. Fixing supervision capacity per research group and the timeline and implementation of the procedure are slightly different for the MSc program MW (including MSE-W) and the interdepartmental MSc programs SET, AT and SC (because other departments are involved).

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

Regulations
• Each of the MSc programs within the Mechanical Engineering Department is subjected to the same MAP procedure. The MAP procedure for these MSc programs is carried out once a year.
• Each of the research groups within the Mechanical Engineering department has a clearly defined supervision capacity (depending on the size of its scientific staff). This capacity determines the maximum number of MSc students that can enroll in a research group through one of the MSc programs.
• Bachelor students from a Dutch university can take part in the MAP procedure if they have secured at least 135 ECs in their BSc program, measured in July of each academic year at the completion of the regular exams at the end of Q4. Students missing more than 45 ECs at this stage need to take part in the MAP procedure in the next year.
• All pre-master and international students enrolling in one of the MSc programs need to take part in the MAP procedure.
• The same regulations apply to transfer students (zijinstromers) enrolling in one of the MSc programs during the ongoing academic year. Transfer students may select and be assigned to an undersubscribed group without any restriction up to the start of Q4 after consultation with their studyadvisor, or they can choose to take part in the first upcoming MAP procedure following their MSc subscription. The same holds for any BSc or MSc student who has for whatever reason not taken part in the MAP procedure of the running academic year.

1 The department of Mechanical Engineering consists of 7 research groups also denoted as tracks or specializations.
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- The MAP procedure will assign each of the students to a particular research group. The validity of this assignment holds for a maximum of one year, until the START of the MAP procedure of the next academic year. Students are expected to start their MSc program within that timeframe. If it turns out that a student did not enroll in one of the MSc programs by then, the previous assignment is canceled and the student needs to retake the complete MAP procedure of the next academic year.
- Students can take part only once a year in the MAP procedure.
- Students enrolled in one of the Master’s programs who wish to change their allocated research group need to consult their studyadvisor and can only be assigned to an undersubscribed research group.
- Students who would like to change from the MSc program MW to one of the interdepartmental Master’s programmes AT, SET or S&C, or vice versa, cannot keep their allocation. They must take part in the MAP of the MSc program of their choice in the upcoming year. They can, however, be allocated to an undersubscribed group until April 1, after consultation with their studyadvisor.
- Students who are not covered by these regulations need to make an appointment with their studyadvisor to discuss their options.

Fixing supervision capacity per research group

The dean and the group leaders of the department of Mechanical Engineering determine the supervision capacity of each research group once a year, i.e. fixing the maximum number of MSc students allowed to enroll in the group. The group’s total supervision capacity is split over the MSc programs (including the special Master’s track MSE-W) in which the group participates. The final split of a group’s supervision capacity over the different programs will be fixed once the number of international students enrolling the different programs is clear (around half August).

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

- Regarding the MSc program MW (including MSE-W)
  The total number of places available for Mechanical Engineering will be greater than the total intake of Mechanical Engineering students. An estimate will be made of the total number of students enrolling in the special Master’s track MSE-W. If it turns out that the total intake of students is larger than the estimated intake, the maximum caps are adjusted proportionally.
The assignment of students to a research group enrolling in the MSc program Mechanical Engineering takes place just before the start of Q1.

1. At the start of June of each year, the total supervision capacity of each of the research groups and an estimate of the split over the MSc programs will be communicated.
   
   **Deadline: June 1, 2018**;

2. TU/e BSc students and Mechanical Engineering pre-Master’s students indicate their 1st, 2nd and 3rd research group preference. The deadline for this coincides with the end of the regular exam period in Q4 (not the retakes). Students must upload a CV + a motivation letter for their 1st choice.
   
   **Deadline: August 6, 2018**;

3. The department provides an overview of the number of students having indicated a research group as their 1st preference. The final number for the supervision capacity of each group and its split over the different MSc programs will also be listed.
   
   **Deadline: August 13, 2018**;

4. International students enroll half August and, after being informed, indicate their 1st, 2nd and 3rd choices. International students must upload a CV + a motivation letter for their 1st choice. Dutch Bachelor’s students and pre-Master’s students are given the opportunity to change their initial choice and upload a modified CV and/or motivation letter.
   
   **Deadline: August 24, 2018**;

5. Selection round 1: (Aug. 27–Aug. 29, 2018)
   
   – Students are assigned on the basis of their first choice if there is sufficient supervision capacity in the research group of their preference;
   
   – Students are selected by the oversubscribed research groups on the basis of their first choice based on the provided CVs and motivation letters. For more info about the selection procedure, see below.
   
   – The outcome will be communicated via Canvas on August 30, 2018

   
   – Students who are not selected after round 1 will be assigned to their second choice (or third choice if the second choice is full after selection round 1) if there is sufficient capacity in the corresponding research group;
   
   – Students are selected by the oversubscribed research groups on the basis of their second choice (or third choice if the second choice is full after selection round 1) based on their CV (and motivation letter). For more info about the selection procedure, see below.
   
   – The outcome will be communicated via Canvas on September 6, 2018

7. Students who have not been accepted for their second choice after selection round 2 will be assigned to their third choice if there is sufficient capacity in the corresponding research group.

8. After two selection rounds, a small number of students may remain without an assigned research group. A ‘Match Making Meeting’ will be organized together with the undersubscribed research groups to ensure these students are also offered an attractive place. Existing cross links between undersubscribed and oversubscribed research groups will thereby be exploited. The Graduate Program Director will make a first proposal for a match of a student with a research group on the basis of his/her 1st, 2nd and 3rd choice.

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2 The dates provided are for the intake of the 2018-2019 academic year.
9. A small number of transfer students (zijinstromers) enrolls in the program halfway the year. These transfer students can be directly assigned to an undersubscribed group of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming new academic year.

| - 1st, 2nd, 3rd research group preference in OSIRIS STUDENT | Closed | - Change preference for research group in OSIRIS STUDENT | 1st research group preference will be communicated | Selection round 1 | Selection round 2 |
| | | - International students indicate their 1st, 2nd and 3rd research group preference in OSIRIS STUDENT | | | Sept 3-Sept 5, 2018 |
| June 1-Aug 6, 2018 | Aug 7-Aug 12, 2018 | | | | |

Timeline + implementation SET and AT)

The assignment of students to a research group enrolling in one of the interdepartmental MSc programs starts halfway Q1 when specialization information meetings are organized. After the specialization meetings students choose a research group in which they want to perform their thesis work. The new allocation procedure within the Department of Mechanical Engineering directly affects students who would like to perform their thesis work in one of the research groups in the Department of Mechanical Engineering. This procedure can also affect students choosing a research group in one of the partner departments.

1. At the start of June of each year, the total supervision capacity of each of the research groups and an estimate of the split over the MSc programs will be communicated. The final number for the supervision capacity of each group and its split over the different MSc programs will be listed halfway August.
   
   **Deadline: August 13, 2018**

   2. Specialization Information Meetings: (Week 3 or 4 of Q1)

   Central meetings are organized to inform students about the possibilities for specialization. The research groups involved from all participating departments present themselves. In the next two or three weeks students can contact research groups for extra information or research groups can organize extra information meetings for interested students.

   3. Students indicate their 1st, 2nd and 3rd research group preference. Students must upload a CV + a motivation letter for their 1st choice.

   **Deadline: Friday week 7 of Q1**

   3 The dates provided are for the intake of the 2018-2019 academic year.
4. Selection round 1: (*First half of week 8 of Q1*)
   - Students are assigned on the basis of their first choice if they choose for a research group in one of the partner departments. This assignment still needs to be approved by the group leader;
   - Students are assigned on the basis of their first choice if they choose for a research group in the Department of Mechanical Engineering with sufficient supervision capacity;
   - Students are selected by the oversubscribed research groups in the Department of Mechanical Engineering on the basis of their first choice based on the provided CVs and motivation letters. For more info about the selection procedure, see below.

5. Selection round 2: (*Second half of week 8 of Q1*)
   - Students who are not selected after round 1 will be assigned to their second choice (or third choice if the second choice is an oversubscribed research group in the Department of Mechanical Engineering after selection round 1) if their second choice (or third choice) is for a research group in the Department of Mechanical Engineering with sufficient supervision capacity or for a research group in one of the partner departments. The latter assignment still needs to be approved by the group leader;
   - Students are selected by the oversubscribed research groups in the Department of Mechanical Engineering on the basis of their second choice (or third choice4) based on their CV (and motivation letter). For more info about the selection procedure, see below.

6. Students who have not been accepted for their second choice after selection round 2 will be assigned to their third choice if their third choice is for a research group in the Department of Mechanical Engineering with sufficient supervision capacity or for a research group in one of the partner departments. The latter assignment still needs to be approved by the group leader.

7. After two selection rounds, a small number of students with their first and second choice for a research group in the Department of Mechanical engineering may be assigned to a research group of their third choice outside the Department of Mechanical Engineering.5 A 'Match Making Meeting' will be organized with the research groups of their third choice to ensure these students are also offered an attractive place. Existing cross links between the oversubscribed research groups in the Department of Mechanical engineering (their first and second choice) and the research group of their third choice may thereby be exploited.

8. For students assigned to a research group in one of the partner departments and of whom the assignment is not approved by the group leader, the Graduate Program Director will make a proposal for a match with a research group on the basis of his/her 1st, 2nd and 3rd research group preference.

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4 This is only possible for the MSc program AT in which 4 research groups participate from the Department of Mechanical Engineering.

5 There is a hypothetical case that after two selection rounds a very small number of AT-students may remain without an assigned research group because all indicated preferential research groups are within the Department of Mechanical Engineering. A 'Match Making Meeting' will be organized with the undersubscribed research groups in the Department of Mechanical Engineering to ensure these students are also offered an attractive place. Existing cross links between undersubscribed and oversubscribed research groups in the Department of Mechanical Engineering may thereby be exploited. The Graduate Program Director will make a first proposal for a match of a student with a research group on the basis of his/her 1st, 2nd and 3rd choice.
A small number of transfer students (zijinstromers) enroll in the program halfway the year. These transfer students can be directly assigned to a research group in one of the partner departments or to an undersubscribed research group in the Department of Mechanical Engineering of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming new academic year. These students need to contact their studyadvisor for allocation.

Timeline + implementation SC
The assignment of students to a research group enrolling in the interdepartmental MSc program SC starts halfway Q1 when specialization information meetings are organized. After the specialization meetings students choose a research group in which they want to perform their thesis work.

1. At the start of June of each year, the total supervision capacity of each of the research groups and an estimate of the split over the MSc programs will be communicated. The final number for the supervision capacity of each group and its split over the different MSc programs will be listed halfway August.

Deadline: August 13, 2018\(^6\);

2. Specialization Information Meetings: (Week 3 or 4 of Q1)
Central meetings are organized to inform students about the possibilities for specialization. The research groups involved from all participating departments present themselves. In the next two or three weeks students can contact research groups for extra information or research groups can organize extra information meetings for interested students.

3. Students indicate their 1st, 2nd and 3rd research group preference. Students must upload a CV + a motivation letter for their 1st choice.
Deadline: Friday week 7 of Q1;

4. Selection round: (Week 8 of Q1)
- Students are assigned on the basis of their first choice if none of the participating research groups in the program is oversubscribed;
- Students who have opted for an oversubscribed research group as their first choice are selected by all participating research groups in the program based on the provided CVs and motivation letters. For more info about the selection procedure, see below.

5. A small number of transfer students (zijinstromers) enroll in the program halfway the year. These transfer students can be directly assigned to an undersubscribed research group in the MSc program of their choice without any restriction or they can choose to take part in the MAP procedure of the upcoming new academic year. These students need to contact their studyadvisor for allocation.

Selection Procedure
In Osiris students who wish to enroll in one of the MSc programs coordinated by Mechanical Engineering (MW including MSE-W, SET, AT and SC) indicate their 1st, 2nd and 3rd research group preference. Students provide a CV and motivation letter for their first choice via Canvas. Please use our guideline (click here) to get started.
The research groups within the department of Mechanical Engineering will select students based on several criteria to be reflected in the CV and motivation letter, such as your study performance so far, your professional skills, your interests, your activities outside your study, and so on.

\(^6\) The dates provided are for the intake of the 2018-2019 academic year.
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If a student judges that the regulations and rules determined in this MAP procedure have not been respected, he/she can object via Education and Students Affair (ESA, formerly STU), see https://studiegids.tue.nl/organisatie/regelingen-en-gedragstcodes/studentenstatuut.