Guideline for TU/e Graduate School Master’s programs
modified June 20, 2019

The Executive Board of the Eindhoven University of Technology- TU/e, considering

that the necessary changes in the Master’s programs, as described in the Position Paper 'Revision of Graduate School Master’s programs' adopted on April 3, 2014 by the Executive Board, have been translated into binding design rules to be applied to the redesigned Master’s programs that started on September 1 2015;

that the following general principles apply to the redesign of the Master’s programs within the TU/e Graduate School:
- when students compose an individual program, the quality and consistency of the program must be maintained in a strong connection between student and mentor/thesis advisor;
- while composing a program students have a free choice of electives to choose from;
- students have the opportunity to meet the international experience without study delay.

RESOLUTIONS:

General
- A testing plan is available for each master’s degree program, which is adopted by the program director before the beginning of the academic year.
- A testing plan is available for each study component, which details how and what is assessed. The testing plan is designed by the teacher and is completed before teaching commences.
- The weighting of the test components of a study component is recorded in the Osiris Course Catalogue.

Size of courses:
- All Master’s courses (with the exception as stated under the second bullet, internships, final projects and Master’s courses taught at other universities) will comprise 5 credits. With the permission of the Dean of the Graduate School exceptions to this rule can be made. Requests for exemptions must be submitted by December 1 prior to the academic year in which the study component can be taken. Approval is valid for one academic year and exceptions are published in the digital education guide.
- At most one third of the elective Master’s courses offered by a department can be 2.5 credits.
- Master’s courses (with the exception of the final project) are taught in one quarter and must be able to be completed within one quarter. This may be deviated from in exceptional circumstances and only when approved by the Dean of TU/e Graduate School.
Components of Master's programs

A Master's program encompasses 120 credits and consists of:

- a maximum of 30 credits of core courses.
- a number of specialization electives: the mentor advises students concerning their choices; the examination committee considers this advice while assessing the Master's program of the student.
- a minimum of 15 credits of free electives, at Master level, within which the student may choose to do an internship if this is not already included in the compulsory courses or specialist courses: the student requires no approval of the mentor/thesis advisor for these courses.
- if the student chooses an optional international experience component, a minimum of 15 credits.
- a graduation project of 30 and/or 45 credits.
- a diagnostic test of the professional skills.

Free electives:

- Homologation study components (taken to eliminate deficiencies) are part of the free elective space and comprise no more than 15 ECTS of the total Master's program.
- It is possible to take homologation courses extracurricularly.
- It is possible to include a maximum of 15 credits of BSc study components at level 3. These include homologation study components.
- After approval by the Dean of the Graduate School, the departmental board, acting on the advice of the program director, can restrict the number of elective study components. The limitation can be directly derived from the learning outcomes of the Master's program in question. The study components with capacity limitations are announced through the digital education guide before either April 1 or October 1 after approval from the Dean GS.

International experience:

- International experience consists of a part of the study components, an internship or (part of a) graduation project.
- Department Boards shall create conditions under which 90% of students shall be facilitated in obtaining international experience by 2020 to be detailed in performance agreements.
- The Dean of the Graduate School will take initiatives to remove financial and other barriers for students to spend time abroad.

Graduation project:

- A graduation project consists of 30 and/or 45 credits.
- The graduation project can be 60 credits, but only if the core study components have a maximum of 15 credits, subject to approval by the departmental board acting on the advice of the program director.
- The Graduation Committee consists of at least three members who are appointed as examiners, of which at least one is an external member from a different research group, department or university.¹

¹See for details the report on Quality Assurance at the TU/e Graduate School (adopted by the Executive Board on August 27, 2015).
Professional skills:

- An obligatory diagnostic test related to the professional skills shall take place at the beginning of the Master's program from which students, in consultation with their mentor, can conclude which professional skills they wish to develop.
- The assessment of the professional skills that play a role in the graduation project are part of the assessment of the graduation project.

Entry into Master's programs

Every Master's program has at least two entry dates each year; these are September 1 and February 1.

Pre-Master's program

- A pre-Master's program shall consist of a maximum of 30 credits.
- A pre-Master's program must be completed within the set term (maximally two semesters).

Timetabling in time slots

- A time slot is designated to each study component.
- The time slots are fixed and apply to all study components. Timetabling outside the designated time slot is not possible.
- In the event that teaching sessions are missed due to public holidays and open days, these can only be rescheduled within the relevant time slot.

The distribution of time slots is shown below:

<table>
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<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>C1</td>
<td>B1</td>
<td>E1</td>
<td>D1</td>
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<td>E3</td>
<td>D3</td>
<td>A3</td>
<td>B3</td>
<td>C3</td>
</tr>
</tbody>
</table>

All time slots will be 4 (2x2) + 4 (2x2) + 2 hours, in which the final two hours shall in each case be the 9th and 10th hours.

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2 See the report Revision Pre-Master's Programs (adopted by the Executive Board on March 24, 2016).
**Procedural agreement regarding the Center for Student Administration (CSA)**

The deadlines for providing scheduling information are strictly adhered to. After the deadline the scheduling process is started.

The following deadlines apply to the scheduling process:

2. Programs ready (Program Director): February 1.
3. Allocation of timeslots (core scheduling group): March 1
4. Course Catalogue completed (CSA): April 1 for Q1 and Q2 and October 1 for Q3 and Q4. Note: the completion of the Course Catalogue includes the weighting of parts of a study component.
5. A study guide is available to students for each study component, which is made available two weeks before teaching commences, and which in any case describes which parts are involved in the study component and when they take place. Possible changes to the study guide after teaching has commenced are not permitted unless the approval of the Dean GS has been received.
6. Information finalized concerning the study components being offered: April 1

**Final provision**

Deviation from the above guidelines is only possible after consultation with and approval of the Dean of the Graduate School. They have been further elaborated in the OER model for master's degree programs.

*Adopted by the Executive Board on 19-06-2014 and supplemented on February 12, 2015, April 28, 2016 and June 20, 2019.*