Summary of the institutional part of the TU/e Student Statute

Pursuant to the Higher Education and Scientific Research Act (WHW), the TU/e has a Student Statute, which describes your rights and obligations as well as those of the TU/e. The Student Statute consists of two parts: an institutional part that applies to the entire TU/e, and a degree program part (the education guide) that differs per degree program.

You can now read the summary of the institution's section (2019-2020). In this summary, the most important provisions are summarized and explained to you, so that you know what can be expected from each other.

The complete Student Statute can be found here. You can find the degree program section of your degree program in the education guide (digital).

The Student Statute describes the rights and obligations that we have with respect to each other. These rights and obligations derive from statutory regulations (in particular the WHW) and from regulations made by the TU/e Executive Board. It is important to us that you are aware of the Student Statute. That is why we send you a link to the digital Student Statute every academic year when you confirm your enrolment. If stipulations are amended during the course of the academic year, we will then announce these changes via the website.

The Student Statute applies to all TU/e students.

Degree programs and admission requirements

At the TU/e you can take the following types of courses:

1. Bachelor's programs
   In order to be able to register for one of our Bachelor’s degree programs, you must meet the requirements for previous education. These requirements can be found in articles 2.2.2 to 2.2.4 of the Student Statute.

   The TU/e considers it important that there is a lot of contact between you and your lecturers. In order to guarantee this, we allow a maximum number of first-year students (numerus fixus) for a number of Bachelor’s degree programs. Is that the case for the Bachelor’s degree program of your choice? Please pay attention, because then you have to register via Studielink by January 15 at the latest. Then you go through a selection procedure. Even if you want to switch within the TU/e, the numerus fixus applies to you. You can find more information about the degree programs for which a numerus fixus applies and the selection procedure here.

   All Bachelor’s degree programs last three years. A complete overview of all our Bachelor’s degree programs can be found here.
2. **Master’s degree programs**
   Before you can apply for a Master’s degree program, you must in principle have obtained a Dutch Bachelor’s degree and meet any admission requirements as set out in the OER of the Master’s degree program of your choice.
   You can also register for a Master’s degree program if you have an admission certificate. This is necessary, for example, if you have not completed a preparatory Bachelor’s degree program, but you do have the knowledge, skills and insight of such a Bachelor’s degree program and you meet any admission requirements. More information about admission to the Master’s degree programs can be found here.

   If you have a higher professional education (HBO) or Bachelor’s degree from another university, you may first need to complete a pre-Master’s degree program with a maximum of 30 credits to be admitted to the Master’s degree program of your choice. The Pre-Master’s Programs start on 1 September and sometimes on February 1 of each academic year. You have to apply for this via Studielink before May 1 and before November 1 at the latest. You do not pay tuition fees, but a fee per credit per year.

   All Master’s degree programs last two years. A complete overview of all Master’s degree programs can be found here.

3. **Graduate Programs**
   Graduate Degree programs consist of one or more Master’s degree programs (possibly with a number of specialized Master’s tracks) in a certain domain, with a technological designer’s degree program (PDENg) or doctoral degree program (PhD) within the same domain.

   More information about the Graduate Programs can be found here.

4. **Honors Academy**
   The TU/e Honors Academy is for Bachelor’s and Master’s students who are looking for an extra challenge in addition to the regular degree program.

   More information about the application and selection procedure, admission and the structure of the degree programs can be found here.

5. **University teacher training**
   At the TU/e, you can acquire a qualification (first-degree teaching qualification or limited second-degree teaching qualification) as a preparatory higher education teacher (FTE) for the subjects of mathematics, physics, chemistry, computer science or Research & Design (R&D). More information can be found in article 2.4 of the Student Statute and on the website.

6. **Post-initial training**
   You can take these degree programs once you have successfully completed your Master’s degree program and gained work experience.

**Enrollment and tuition fees**
We have different types of subscriptions, which are subject to different rights and (financial) obligations. You can sign up as:

1. **Student**
   The rights and obligations of a student registered with us are described in article 3.1.1 and following of the Student Statute. As a student, for example, you can take part in education, practical exercises and exams. You also have access to the library, laboratories, student
facilities, student guidance and the notebook scheme (only for Bachelor’s students). Moreover, you have the right to vote and to stand as a candidate for participation. As a student, you are entitled to a student grant in the form of a loan and a possible supplementary grant and a student travel product. As a student, you have to pay tuition. You will find the amount of the tuition fees, the conditions for the different rates and the possibility of a payment arrangement in article 3.3.2 of the Student Statute.

2. External
An external student only has access to the library and laboratories and is only allowed to participate in exams. An external student is not allowed to attend education and is not entitled to study guidance and study grants. An external student pays examination fees (the rates can be found in article 3.3.2 of the Student Statute).

3. Switching student
In some cases, before you can be admitted to the Master’s degree program of your choice, you will have to take a Pre-Master’s program. A switching student pays a study credit allowance. The fee can be found in article 3.3.2 of the Student Statute.

Financial arrangements
Several financial arrangements are available and various forms of financial support are possible. This includes a graduation grant in connection with delayed studies due to special circumstances, the officer/rep bursary and several (private) funds or grants. See article 3.6 of the Student Statute.

Termination of your registration
You can terminate your registration yourself. This is what you do when you graduate, but also when you want to stop your studies in the meantime. Terminate your enrollment via Studielink. Termination of enrollment will always take place on the first of the month following your request for termination of enrollment. Are you submitting a request on January 19, 2020? Then you will be de-enrolled on February 1, 2020. Did you pay the full tuition fee yet? In that case, you will receive a partial refund (1/12 part for each month in which you are no longer registered), except if you terminate your registration with effect from July 1 or August 1. You won't get any money back. You can't terminate your enrollment retroactively.

The TU/e can terminate your registration as:
- You have received a negative binding recommendation at the end of the first academic year. You are allowed to register for another degree program, provided that you meet the admission requirements.
- As a Pre-Master’s student, you did not complete the Pre-Master’s Program within the set period. You will then receive a negative binding recommendation on the continuation of studies.
- You pay the tuition fees in instalments and you fail to pay one or more of these instalments, even after a reminder.
- Your behavior or statements indicate that you are not suitable for the practice of one or more of the professions for which you are trained.
- Turns out you committed serious fraud.

What do you need as a TU/e student?
If you are enrolled at the TU/e you need a notebook. As a first-year Bachelor’s student, you can use the notebook regulation to obtain a notebook. See article 3.4 of the Student Statute. Master’s and switching students can make use of the cost price regulation. This means that you can order a notebook at a reduced price. Buying your own notebook? Then it must meet these requirements.
Education
In the digital study guide you can read more about the specific components of the degree program of your choice. The following applies to all courses:

1. Bachelor’s programs
   Bachelor’s programs have a nominal duration of three years. These are 180 credits: 60 credits for the propaedeutic phase and 120 credits for the post-propaedeutic phase. During the Bachelor’s degree program, there are compulsory basic units and optional units. Within the Bachelor’s degree programs, we work with the binding recommendation (bsa). This means that after the first semester of your first year you will receive a provisional positive or provisional negative advice, the so-called preliminary advice. Did you get less than 45 credits at the end of the first year? In that case, you will receive a binding negative bsa, with exceptions (see article 4.7 of the Student Statute). In case of a binding negative recommendation, you cannot continue with your Bachelor’s degree program and you are no longer allowed to enrol in this degree program for three years. The board of examiners sets an adjusted bsa standard of 40 credits if a student has completed a unit of study with a fail mark, but has completed the final test with a fail mark and no further resit is possible in the current academic year.

2. Master’s degree programs
   Master’s degree programs have at least two intake moments: in September and February of each academic year. If you have completed your Bachelor’s or Pre-Master’s Program at the TU/e, you may start the Master’s degree program in the month immediately following. You don’t have to wait for the next formal start.
   
   Master’s degree programs have a nominal duration of two years, or 120 credits. These consist of compulsory units of study (maximum 30 credits), a number of specialist elective units of study (minimum 15 credits) and a graduation traineeship of 30 or 45 credits. Depending on your degree program, you can also gain 15 credits in international experience. This can be an internship abroad, but you can also take electives at a foreign higher education institution. To this end, we have partnerships with foreign institutions.

Teaching language
Bachelor’s degree programs at the TU/e are taught in Dutch or in English. The Master’s degree programs are all in English, with the exception of Science Education and Communication. The internship and clinical modules of the Master’s degree program in Medical Engineering at Maastricht University Hospital are in Dutch.

You are expected to have an adequate command of English (at VWO exam level). Non-English-speaking foreign students must take an admission test to determine whether their spoken and written English is at the required level.

For international students and staff, we offer courses in Dutch as a Second Language.

Study guidance
As a student, you are entitled to study guidance. There are the following possibilities:

1. Academic advisor (within Bachelor’s and Master’s degree programs)
   An academic advisor will guide you through your own degree program. This includes advice on study progress, study planning and study structure. You can also contact your academic advisor with questions about your bsa (binding recommendation), about possible problems with your teacher coach or mentor/graduate supervisor and about personal circumstances that influence your study. If necessary, the academic advisor can refer you to a student
counsellor or a student psychologist.

2. **Teacher coach (only within Bachelor’s programs)**
   During your Bachelor’s degree program, you will be supervised in the development of your professional identity and the related selection process by a teacher coach of the degree program in question. You can have four conversations with your teacher coach each academic year.

3. **Student mentor (only within Bachelor’s programs)**
   A student mentor is a senior student of your own degree program who, during the first semester, helps you to find your way in your degree program and at the department and university.

4. **Mentor (within Master’s degree program)**
   A mentor is a university lecturer, senior lecturer or a professor and often also your graduation supervisor. During your Master’s degree program, your mentor will help you to make choices, the composition of your degree program and your professional development.

5. **Student counsellor (ESA)**
   The student counsellor advises you in case of personal circumstances that can have a delaying effect on your study (such as functional impairments) and helps you with administrative matters. Do you need certain facilities as a result of a disability? Then you should contact the student counsellor.

6. **Study Choice Advisor (ESA)**
   The study choice advisor will help you with questions about your study choice process. A conversation can be about doubts about your study choices, but also about which studies suit your interests and abilities.

7. **Student psychologist (ESA)**
   The psychologist can support you if you get stuck in one or more areas of your life, as a result of which your study progress is being delayed. Topics for discussion may include: fear and depression, problems caused by autism and ADHD, negative thinking, low self-esteem, fear of failure and personal circumstances.

**Examinations and exams**
The digital education guide (which contains the Teaching and Examination Regulations (OER) of your degree program) contains specific provisions for the examinations of your degree program. The following applies to examinations and examinations in general.

Each unit of education is concluded with an examination. An exam consists of several (intermediate) tests. Tests can be conducted orally, in writing or in any other way. In the first year of the Bachelor’s degree program, the assessment of a subject consists of at least two interim tests and a final test. Examination results are available in Osiris.

Each degree program or group of degree programs has its own OER. Here it is stated, among other things, how an examination or test must be taken, what the assessment standards are and - if applicable - how the weighting is between interim and final tests. *Article 5.3 of the Student Statute states exactly what is to be included in the OER.*

Each degree program or group of degree programs has an examination committee, which appoints examiners. The examination committee also lays down the rules to guarantee the
quality of the assessment. These rules are included in the Regulations of the Examination Committee. It also contains provisions on fraud.

Fraud includes, among other things, 'any act or omission by or on behalf of a student that makes it impossible for the examiner to form a correct opinion of his knowledge, insight and skills in whole or in part and/or the (deliberate) influencing of (parts of) the examination process with the aim of influencing the result of the examination'. This includes plagiarism and failure to comply with copyright rules.

**Double degree**
Under certain conditions, if you take extra courses and take exams, both for Bachelor’s and Master’s degree programs, you may be eligible for two diplomas. In that case, you must meet the requirements for application and admission of both degree programs. You can read more about this in article 5.5 of the Student Statute and in the Regulations of the Examination Committee.

**Degrees and titles**
If you have successfully completed a Bachelor’s degree program at TU/e, you will be awarded the Bachelor of Science (Bsc) degree. Upon successful completion of a Master’s degree program, you will be awarded the degree of Master of Science (MSc). In the latter case, you may also use the title of engineer (ir.), except in the case of the Master’s degree program Science Education and Communication. You are entitled to the title of *doctorandus* (drs.). You have to choose whether you want to use the grade MSc or ir. /drs.

**Participation in university and departmental bodies**
The TU/e has three representative bodies in which students and staff consult together: at central level the University Council (UR), at department level the Department Board (FR) and at educational level the Program Committee (OC).

As a student, you can vote in elections and be elected for the UR and the FR: you therefore have both the right to vote and the right to stand as a candidate (right to be elected). The term of office for students is one year for both bodies. The manner in which the OCs are composed and the term of office for students in the OCs are laid down in the Department Regulations.

In addition, as a student you have a say in various bodies, groups, committees and boards. You can read more about it in chapter 6 of the Student Statute. This chapter also explains the governance structure of the TU/e.

**Legal protection**
As a student or external student, you may submit a complaint about actions or conduct of the institution or persons that fall under the responsibility of the institution. We ask that you always discuss your complaint first with the person you want to complain about, or with the person who, in view of his or her position, is the most suitable person to do so. Perhaps you have already come to a solution and the formal process is no longer necessary.

In addition, you can try to enforce certain rights by means of objection and appeal procedures, which we call disputes.

In both cases you can contact ESA (Education & Student Affairs). You can submit your complaint or dispute at the desk, in writing or digitally. You must submit a complaint within one year after the conduct or action occurred. Disputes must be submitted to ESA within six weeks of the date of the decision.
ESA assesses whether there is a complaint, objection or appeal and ensures that it is forwarded to the appropriate body for further consideration:

- A complaint is forwarded to the department where the person to whom the complaint relates works. The complaint will not be handled by a person who has been involved in the conduct to which the complaint relates. The person complained of shall receive the documents and be given the opportunity to be heard. In principle, the complaint will be dealt with within six weeks. This period can be extended once by four weeks. The ESA Complaints Officer monitors the progress of the settlement.
- You can submit an objection to a decision by or on behalf of the Executive Board with which you disagree. The Disputes Committee (GAC) advises the Executive Board on the objection you have submitted. The GAC will first examine whether an amicable settlement is possible. If that is not the case, the GAC then gives its opinion and the body then considers the decision. If you disagree with this reconsidered decision, you can lodge an appeal with the Higher Education Appeals Tribunal (CBHO) in The Hague.
- If you do not agree with a decision of an examination committee or examiners, you can lodge an appeal with the Examination Appeals Board (CBE). Article 7.2.1 of the Student Statute explains this in more detail. The CBE always looks first to see if an amicable settlement is possible. Should that not be the case a hearing is convened. The CBE then gives its verdict. An appeal against this decision is possible with the Higher Education Appeals Tribunal (CBHO) in The Hague.

The CBHO is a national college, where students can lodge an appeal against decisions taken by or on behalf of the Executive Board of the TU/e. For example, about a negative bsa, your enrolment and the termination of your enrolment, the payment of tuition fees or certain measures. Before you can lodge an appeal with the CBHO, you must always first go through the applicable procedure at the TU/e.

Chapter 7 of the Student Statute provides a full explanation of how to submit a complaint and the procedure.

**Directive rules**

A number of rules of conduct apply to the smooth running of the TU/e. These rules are laid down in a law or are based on a law. That's how you have to stick to it, among other things:

1. **The TU/e Code of Conduct for Academic Practice**
   
   This code has been drawn up in consultation with scientists from various disciplines and deals with scientific integrity. The code identifies five core values: reliability, intellectual honesty, openness, independence and social responsibility. All academic staff and Master’s students must sign the code.

2. **The TU/e regulation on reporting irregularities**
   
   This regulation monitors abuses and indicates how you can report them.

3. **The regulations and guidelines for the management and use of buildings**
   
   These rules are important for students when it comes to security and access to the building, reporting calamities, computer use, food and drinks, and parking bicycles and mopeds.

4. **TU/e Code of conduct on psychosocial work pressure**
   
   This code of conduct deals with undesirable behavior and pressure of work. The code of conduct is accompanied by a complaints procedure describing the procedure for dealing with complaints in this area. In addition, two confidential counsellors have been appointed to provide reception and assistance in the event of (sexual) harassment, aggression and violence, bullying, discrimination and work pressure.
5. **The TU/e Non-smoking Scheme 2007**
   On the basis of these regulations, a general smoking ban applies in the buildings of the TU/e, unless otherwise indicated.

6. **TU/e rules on computer and network use 2012**
   These regulations apply to students and staff of the TU/e who have been granted permission to use TU/e's computer and/or network facilities.

7. **Working Conditions Act**
   This Act applies not only to employees, but also to students and external staff of the TU/e. We therefore expect you to exercise the necessary caution and care in everything you do. Thus, you are particularly obliged to:
   - use the personal protective equipment provided in the correct manner and store it in the appropriate place after use;
   - use instruments, appliances, tools, hazardous substances, etc. in the correct manner and not to make any changes to the safety devices applied;
   - comply with further rules and instructions on safety and health;
   - immediately inform the person responsible for the safety or health hazards on site or the Executive Board.

8. **Copyright and patent law**
   As a student or external student, you will have to deal with copyright (if you make analogue or digital copies of publications, or copy parts of a publication into your own publication) and patent law. You can read more about this in articles 8.4 and 8.5 of the Student Statute.

**Do you have any questions about the Student Statute? Or do you want more information? Then take a look at https://studiegids.tue.nl/organisatie/regelingen-en-gedragscodes/.**

**You can also contact ESA at (040) (247) 47 47. We're happy to help you.**