Regulations of Faculty Selection Criteria and Faculty Procedure

for the Bachelor’s program Industrial Engineering

in the academic year 2018-2019

The Dean of the Department of Industrial Engineering & Innovation Sciences,
having seen to Article 2 of the Regeling selectie en plaatsing fixusopleidingen Technische universiteit Eindhoven TU/e 2018-2019,
having heard the advice of the Education Committee, date 18 September 2017 and the Departmental Council, date 22 September 2017,
herewith sets the regulations for departmental selection criteria and procedures for the Bachelor's program Industrial Engineering, 2018-2019.

Article 1. General regulations

1. The implementation of this Regulation has been assigned to the Selection Commission on Industrial Engineering, hereinafter referred to as Commission.
2. Admission of candidates with a non-Dutch education (on VWO-level, – this is the Dutch pre-university high school) must be assessed by the Central Admission Commission. To do this, the candidate must submit a complete admission dossier by 15 January 2018.
3. The University Board has set the maximum number of students for the academic year 2018-2019 as 250.
4. A candidate who wishes to use special facilities in connection with a functional limitation, for example dyslexia, must make this known to the Commission by 31 January 2018 and substantiate this request with proper documentation (in medical or psychological statements).
5. Each candidate must participate in all parts of the selection in order to qualify for the rank number. If and when the candidate does not participate in all parts, this leads to the exclusion of the candidate and the candidate does not receive a rank number.
6. All dates and times mentioned in this arrangement are Dutch times (CET, Central European Time).
7. The student’s email address used in the selection procedure must be the same as the email address used for Studielink. It is the student’s responsibility to keep an eye on his or her inbox and spam folder throughout the entire selection process.

Article 2. Selection criteria

Selection for the Bachelor’s Program in Business Administration is based on three criteria, namely,
1) Participation in all selection activities (pre-conditional),
2) The Grade Point Average of the Education (School Report, class 5 of VWO, and
3) The score on the individual test Industrial Engineering (IE test).

Various steps have been defined to select candidates, of which some are not necessarily linked to a particular selection criterion, but these are part of the selection process.

Article 3. Selection procedure
3.1 Selection method

Step 1 – Participate in all selection activities

a. After registration in Studielink, candidates receive an invitation for an online skills and motivation questionnaire. This questionnaire must be completed by 23 February 2018. Completing the questionnaire is mandatory. However, this questionnaire is for self-reflection purposes only and the results do not count in determining the final rank number.
b. Candidates receive an invitation to participate in the IE Selection Day (24 February 2018).
c. All candidates participate in the IE Selection Day (24 February 2018); candidates abroad take it online and receive an invitation for an online web lecture and online IE test. Validation of participation is based upon the candidate’s email address. It is required that candidates use the same email address for both the selection of activities and for the registration in the Studielink.
d. During the IE selection day, the candidates follow a lecture on mathematics.
e. During the IE selection day, candidates will conduct the IE test.
f. Not participating in all activities results in exclusion of the selection procedure. Candidates who are excluded from the selection procedure will be informed by email after 24 February 2018.
g. Appendix 1 summarizes the timetable of the procedure.

Step 2 – Providing a certified copy of the grade list

a. The VWO-5 report grades are part of the selection.
b. The grade numbers will be rounded to the nearest integer if necessary.
c. The candidate must enter the numbers online and upload a copy of the grades, certified by the high school, no later than 15 January 2018.
d. For candidates who sign up with a HBO (Higher education) propedeuse, the HAVO high school final exam marks are part of the selection.
e. For candidates who could be admitted to the study by another diploma, the subjects for which the courses are equivalent are determined for decentralized selection by the Commission. These subjects are weighed in a similar way. Numeric conversion uses the number conversion tables prepared by Nuffic. Candidates may, in writing, ask the committee, no later than 15 January 2018, which grades are to be involved in the selection by the Committee.
f. Candidates who have not submitted a report by 15 January 2018 will be excluded from selection and will not receive a rank number. Excluded candidates will be notified by email within 2 weeks after 1 February 2018.

Step 3 – The IE test

a. Prior to the date of the IE test candidates receive homework material to prepare for the test.
b. Use of the following items is permitted during the test: ID, dictionary, answer form, information sheet as provided by the department, blank paper in single sheets as provided by the department, calculator (non-programmable), pencils or pens.
c. A grading model will be used to determine the individual candidates' test scores.
d. The candidate should fill out the test individually and independently without the help of other sources of information, except for the material designated as "allowed" in the instructions for the test.
e. After the individual test, the candidates discuss IE questions in small groups and each group must present the joint findings regarding the likely answer.
f. For candidates abroad, the IE test is remotely surveilled. This means that candidates will be 'monitored' online to check that the test is completed under the appropriate conditions. Candidates receive a manual about the online surveilled test. This manual describes the strict rules that candidates should follow during the test. By participating in the online surveilled test, candidates agree to remote registering and monitoring by video recordings, keystrokes, and screenshots. A reviewer will have access to this data in order to assess whether the test has been completed according to the rules. The data collected will only
be used for this purpose and will be destroyed as soon as it is clear whether the candidate is admitted or not.

**Article 4  Back-up procedure for exceptions**

In any case, the term exception is thus understood:

- a. candidates with functional disabilities such as dyslexia or ADHD,
- b. candidates living outside of the Netherlands and who consequently cannot be present at the part on the TU/e campus.

ad. a. candidates with a limitation, for example dyslexia or ADHD, get extra time to complete a test.
ad. b. candidates who cannot be present at the TU/e campus part will be given the opportunity to participate in these sections at a distance.

**Article 5 Fraud**

1. When fraud is determined during the selection, the candidate will be excluded from the selection. The candidate does not receive a rank number and he or she forfeits the participation opportunity.
2. A committee determines whether fraud takes place; it consists of: the Education Manager of Student Affairs of the Department of Industrial Engineering & Innovation Sciences, the Deputy Education Director of the Bachelor’s Degree Program Industrial Engineering and a member of the Examinations Board Industrial Engineering.
3. If and when a candidate is suspected of fraud or is being caught in fraudulent action, the admission committee will ask the candidate to cooperate in collecting evidence. The suspect candidate will be heard and receives the opportunity to add written comment to the report of the admission committee. The candidate is allowed to complete the selection process during the investigation.

**Article 6  Weighing and determining results of selection rounds and rank numbers**

1. The IE test (part 1) weighs in for 50% in the final total score. The Grade Point Average of the pre-education report cards (part 2) weighs in for the remaining 50% in the final total score.
2. All results are converted to standard scores before they are combined to a total score. In determining the total score, component (1) and part (2) weigh in equally (50-50).
3. The participant with the highest total score will receive the lowest rank number; the participant with the second highest score will receive the following rank number, etc., taking into account the information stipulated in Art. 9 paragraph 3 of the Regeling selectie en plaatsing fixusopleidingen Technische universiteit Eindhoven TU/e 2018-2019.
4. In the case of equal rankings based on the total score, the Grade Point Average of the pre-education will be decisive for the final rank number.
5. The score on the IE test is determined by the weighted number of correct answers. The scores of candidates will be compared with the scores of the other candidates. Therefore, there is no fixed single number for ‘success’ or ‘failure’. There will be no feedback about the scores, except for the final results in the email containing the final rank number.

**Article 7  Notification of results**
a. On 15 April 2018, the candidate who has not previously opted out receives a message about the rank number via Studielink.

b. A candidate can receive further information about the result of the selection in the following way: by email one may request the Commission for an explanation of the score per item that has led to the rank number.

**Article 8 Final provisions**

These regulations have been adopted by the Dean of the Faculty of Industrial Engineering & Innovation Sciences of Eindhoven University of Technology, on 26 September 2017, and can be cited as the Regulations for the departmental selection criteria and procedure for the Bachelor’s program Industrial Engineering 2018-2019.

Prof.dr. I.E.J. Heynderickx

Dean Department Industrial Engineering & Innovation Sciences

Eindhoven University of Technology
## Appendix 1: Overview time schedule selection procedure IE

<table>
<thead>
<tr>
<th>Date deadline</th>
<th>Activity selection procedure</th>
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<tbody>
<tr>
<td>15 January 2018</td>
<td>Registration Studielink and submit complete admission dossier</td>
</tr>
<tr>
<td>31 January 2018</td>
<td>If applicable request and proper documentation in case of functional limitations</td>
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<tr>
<td>23 February 2018</td>
<td>Complete online skills and motivation questionnaire</td>
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<tr>
<td>24 February 2018</td>
<td>IE selection day</td>
</tr>
<tr>
<td>15 April 2018</td>
<td>Announcement rank number via Studielink</td>
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