Regulations on departmental selection criteria and procedure
for the Bachelor’s degree program in Industrial Design
for the 2018-2019 academic year

The Dean of the Department of Industrial Design,
in view of Article 2 of the Eindhoven University of Technology (TU/e) Selection and Placement Regulations for Numerus Fixus Programs 2018-2019
having heard the advice from the Program Committee dated September 7, 2017 and the Department Council dated September 22, 2017,
hereby adopts the departmental selection criteria and procedure for the Industrial Design Bachelor’s degree program 2017-2018.

Article 1 General

1. The implementation of these regulations has been assigned to the Industrial Design Selection Committee, hereinafter referred to as: Committee.
2. The admission of candidates with a non-Dutch pre-university education (VWO) must be assessed by the Central Admissions Committee. To this end, candidates should submit a complete admissions file by January 15 at the latest.
3. The Executive Board has set the maximum number of new first-year Bachelor’s students for the 2018-2019 academic year at 120.
4. Any candidate wishing to use special facilities because of a disability, such as dyslexia, should make this known no later than January 31, 2018 by submitting a request to the Committee that should be supported by documentation (a medical or psychological certificate).
5. Every candidate should take part in every component of the selection process in order to be considered for a ranking. If a candidate does not take part in one of the components, they will be excluded and will not receive a ranking.
6. All dates and times mentioned in these regulations are Dutch times (CET - Central European Time).
7. The email address used in the selection procedure is the same as the one used for Studielink. It is the responsibility of each student to monitor their inbox and spam folder throughout the selection procedure.

Article 2. Selection criteria

1. Selection for the Bachelor’s degree program in Industrial Design is based on five components, which have been devised to assess whether a candidate is suited to being an Industrial Design student.
   a. VWO-5 (pre-university education) Grade Point Average (GPA),
   b. Completing two questionnaires (TU/e questionnaire and ID questionnaire),
   c. Presentation of homework assignment on the selection day,
   d. An individual interview on the selection day based on the ID questionnaire,
   e. The reflection assignment.
2. The TU/e questionnaire of component b is for self-reflection, and has no influence on a candidate’s ranking.

Article 3. Selection procedure

3.1 GPA of VWO-5

1. The VWO-5 grades form part of the selection.
2. If necessary, the grades are rounded up or down to the nearest whole number.
3. Candidates should enter their grades online and upload a copy of the grades that has been certified by their secondary school by January 15, 2018 at the latest.
4. For candidates who enroll with a Higher Vocational Education (HBO) freshman diploma, the Senior General Secondary Education (HAVO) final exam grades form part of the selection.
5. In the case of candidates who may be admitted to the study program through a different diploma, the Committee will determine which subjects are equivalent, for the purpose of decentralized selection. The subjects will be considered in a comparable manner. Grade conversion tables drawn up by Nuffic will be
6. Any candidate who has not presented a list of grades by January 15, 2018, will be excluded from the selection process and will not receive a ranking. Candidates who have been excluded will be notified of the fact by email within two weeks after February 1, 2018.

3.2 Two questionnaires

1. No later than January 22, 2018, candidates will receive an invitation to complete two online questionnaires, a TU/e questionnaire and an ID questionnaire. Any candidate who has not completed both questionnaires by 23:59 on February 4, 2018 will be excluded from participation in the remainder of the selection procedure.

2. The questionnaires are largely intended for self-reflection. The score from the TU/e questionnaire will not count towards the ranking score. This questionnaire gives the candidates greater clarity about their motivation and skills. The ID questionnaire will be discussed and assessed with a coach on the selection day (it will count towards 10% of the total). The ID questionnaire introduces the candidates to the education system of Industrial Design.

3.3 Selection day

1. Together with the two online questionnaires, the candidate also receives their invitation to register for one of the selection days, which they should do by 23:59 on February 4, 2018. The selection days will take place on Thursday February 22, 2018 and Tuesday March 6, 2018. An additional selection day has also been penciled in for Monday February 19, 2018. This additional selection day will only be held if there are too many candidates for two selection days.

2. Candidates will receive their homework assignment by email two weeks before their chosen selection day.

3. Every candidate must take part in one of the selection days.

4. Assessments during the selection day will be done by a coach/tutor using a protocol. The coaches/tutors have received relevant training for the selection day.

5. On the selection day itself, the candidates each spend five minutes presenting their homework assignments in groups of five or six people. After every presentation, the other candidates are asked to actively ask questions and to give feedback. Once all the presentations have been given, the coaches/tutors will give feedback for each candidate.

6. On the selection day, the candidates will each have an individual interview (ten minutes) with a coach/tutor based on their answers in the ID questionnaire.

3.4 Reflection assignment

1. On the selection day, the candidates will receive the information they need for their reflection assignments.

2. The candidates must hand in their reflection assignments by email/using the system no later than one week after their selection day.

3. Any candidate who has not taken part in every selection component will not receive a ranking. Candidates who do not receive a ranking will be informed of the fact after the deadline for the reflection assignment.

Article 4. Back-up procedure for exceptions

Exceptions are in any event understood to mean:

a. candidates with a disability, such as dyslexia or ADHD
b. non-Dutch speaking candidates
c. candidates who reside outside the Netherlands and who consequently are unable to attend the component on the TU/e campus.
4.1 Candidates with a disability

1. For the Industrial Design selection procedure, no extra time will be needed for the questionnaires, homework assignments or reflection assignments as we have allowed plenty of time for each.

2. On the selection day, everyone will give a five-minute presentation. Candidates will have had plenty of time to prepare for this. The questions that are asked by fellow candidates after the presentations give them the opportunity to explain themselves in more detail if they have not yet had sufficient chance to do so.

3. The coaches/tutors will be informed beforehand of any disabilities and how to factor them in.

4.2. Non-Dutch speaking candidates

Given that the language of the study program is English, the questionnaires and other elements will be in that language.

4.3. Candidates who do not reside in the Netherlands

1. The questionnaires are online and can be completed by candidates who do not live in the Netherlands.

2. International candidates who are unable to travel to Eindhoven should ask permission by email, no later than 23:59 on February 4, 2018 (selection@tue.nl). A Skype meeting will then be scheduled as a replacement for the selection day. They will receive their homework assignment two weeks before the scheduled Skype session.

3. The international candidates should submit their homework assignment online before their Skype session.

4. The candidates will give a five-minute presentation via Skype on their homework assignment, after which they will receive feedback from the coach.

5. The ID questionnaire will also be discussed for ten minutes during the Skype session.

6. After the interview, the candidates will have one week to submit their reflection assignment.

Article 5 Fraud

1. Any candidate found to be committing fraud during the selection will be excluded from the selection procedure. The candidate in question will not receive a ranking and will be deemed to have used up a participation opportunity.

2. A committee consisting of the Education and Student Affairs Manager of the Department of Industrial Design, the Program Director of the Bachelor's degree program in Industrial Design and a member of the Examination Committee of the Industrial Design program will decide whether any fraud has taken place.

3. Any candidate who is suspected of or caught committing fraud will be asked by the admissions committee to cooperate in the gathering of evidence. The suspect will be given a hearing and the opportunity to add written comments to the admissions committee’s report. Candidates suspected of fraud will be allowed to continue participating in the selection process while the investigation is taking place.

Article 6 Weightings and determining the results from the selection rounds and the rankings

1. The GPA from pre-university education counts towards 50% of the eventual overall score; this is component 1. Components 2, 3, and 4 form the departmental selection process. Component 2: presentation of the homework assignment on the selection day counts towards 20%. Component 3: the individual interview on the ID questionnaire on the selection day counts towards 10%. Component 4: the reflection assignment counts towards 20%.

2. Components 2, 3, and 4 are assessed using rubrics. The assessments of each component (1, 2, 3, 4) are converted into a standard score. The four standard scores are combined into the final overall score.

3. Each candidate’s ranking is determined by comparing their overall score with that of the other candidates. The participant with the highest overall score is given the lowest ranking number, the participant with the second-highest overall score receives the next lowest ranking number, and so on, in accordance with the provisions of Article 9 paragraph 3 of the Eindhoven University of Technology (TU/e) Selection and Placement Regulations for Numerus Fixus Programs 2018-2019.

4. If two or more candidates tie for the same ranking based on the results from the various components, the VWO-S grades will determine the mutual ranking.
5. No feedback will be given in relation to the scores. The ranking is the only information that will be communicated.

**Article 7 Notification of the result**

a. Candidates who have not withdrawn will be notified of their ranking via Studielink on April 15, 2017.

b. Candidates may obtain further information about the result of the selection by sending an email to the Committee, which can provide an explanation of the scores for each component that led to the ranking.

**Article 8 Final provisions**

These regulations were adopted by the Dean of the Department of Industrial Design of Eindhoven University of Technology on September 29, 2017, and may be referred to as the Regulations on departmental selection criteria and procedure for the Bachelor’s degree program in Industrial Design 2018-2019.