**Regulations on departmental selection criteria and procedure**

for the Architecture, Urbanism and Building Sciences (AUBS) Bachelor’s degree program

for the 2019-2020 academic year

The Dean of the Department of the Built Environment, pursuant to Article 2 of the Eindhoven University of Technology (TU/e) Selection and Placement Regulations for Numerus Fixus Programs 2019-2020, having heard the advice from the Program Committee dated September 18, 2018 and the Department Council dated September 26 2018, hereby adopts the departmental selection criteria and procedure for the AUBS Bachelor’s degree program 2019-2020

**Article 1 General**

1. The implementation of these regulations has been assigned to the AUBS Selection Committee, hereinafter referred to as: Committee.
2. The admission of candidates whose pre-university education does not automatically grant admission must be assessed by the Central Admissions Committee. To this end, candidates should submit a complete admissions file by January 31, 2019 at the latest.
   
   A complete file should include at least the following:

   A. For candidates with pre-university education in the Netherlands:
      - a Studielink registration,
      - a digitally completed application form in OSIRIS,
      - a list of the subjects taken in the penultimate year of the candidate’s pre-university education
      - a certified copy of the grade list.

   B. For international students:
      - a Studielink registration,
      - a completed application form,
      - a certified copy of the grade list,
      - certified copies of existing diplomas, and
      - an English-language test.

3. The Executive Board has set the maximum number of students for the 2019-2020 academic year at 275.
4. Candidates with a functional impairment are covered by Article 5 of these regulations.
5. Every candidate should take part in every component of the selection process in order to be considered for a ranking. Any candidate who does not take part in all the components will be excluded and will not receive a ranking. However, the candidate in question will be deemed to have used up a participation opportunity.
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, which can be maintained via Studielink. It is the responsibility of each student to keep their email address up to date and to monitor their inbox and spam folder throughout the selection procedure.

**Article 2 Selection criteria**

Selection for the AUBS Bachelor’s degree program is based on 3 criteria:
- determining cognitive knowledge based on the average of a number of VWO-5 grades or their equivalent,
- testing cognitive skills,
- having taken part in all study choice activities.

Various instruments are used for the purpose of selection according to these 3 selection criteria, as detailed in Articles 3 and 4.

**Article 3 Selection: Selection method in outline**

The study program uses the following instruments for assessing the criteria when carrying out the selection process:
- Re a. the VWO-5 or equivalent end-of-year report;
- Re b. an online cognitive skill test;
- Re c. study program-related activities in support of choice of study
Based on the VWO-5 grades and the cognitive skill test, the candidates are ranked from 1 to the number of candidates taking part.

**Article 4 Selection: Selection method in detail**

**Component 1 – VWO-5 grades**

a. The VWO-5 grades of subjects that form part of the national written examination (*Centraal Schriftelijk Eindexamen*) 2019 form part of the selection process.
b. If necessary, the grades are rounded up or down to the nearest whole number.
c. Candidates should enter their grades online and upload a copy of the grades that has been certified by their secondary school by January 31, 2019 at the latest.
d. 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, if no VWO-5 results are available.
e. 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 selection. The subjects will be considered in a comparable manner. Grade conversion tables drawn up by Nuffic will be used, if necessary. Until January 15 at the latest, candidates may ask the Committee in writing which grades it will use in the selection process.
f. Any candidate who has not presented a certified list of grades by January 31, 2019, 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 Friday, February 1, 2019.

**Component 2 – cognitive skill test**

Candidates receive an invitation for an online cognitive test, after they have registered in Studielink. This questionnaire should be completed by February 25, 2019, within timeframe that will be indicated.

**Component 3 - activities in support of choice of study**

The candidate have to participate the next study program-related activities:
- completion of the standard TU/e questionnaire, the results will be presented in an advice on choice of study report
- participation in the AUBS selection day (including a relevant educational experience and completion of a program-specific questionnaire), the AUBS selection day will take place at March 16, 2019.
- a personal interview with a representative of the AUBS program (f.i. academic advisor). These interviews may be conducted using Skype.

**Article 5 Back-up procedure for exceptions**

Exceptions are in any event understood to mean:

candidates with a functional impairment, such as dyslexia or ADHD,
b. candidates who live outside the Netherlands or who are outside the Netherlands at the time of the selection procedure and who consequently are unable to be present if any part of the selection process is held on the TU/e campus.

Re a. For candidates with a functional impairment, be it temporary or permanent, one or more of the selection components may be modified or special facilities may be made available. Requests to this end may be submitted after the relevant information has initially been stated in Studielink; such requests should be accompanied by any documents reasonably required to assess the request in question. These should include at least a recent statement from a physician or psychologist or from a remedial educationalist associated with an assessment agency registered with BIG (Individual Health Care Professions), NIP (Dutch professional association of psychologists) or NVO (Association of Educationalists in the Netherlands). If possible, the statement should
provide an estimation of the extent and likely duration of the functional impairment. International students should use the equivalent organization in their country of origin.

Re b. Candidates who live more than 260 km away from Eindhoven and who are unable to travel to Eindhoven should give notice of the fact by email, no later than 23:59 on January 31, 2019 (selection@tue.nl). The reasons behind any such request should be given and backed up with evidence of the circumstances, if possible. An online alternative can be offered to these candidates.

If any candidate wishes to use the back-up procedure, they should email the Education and Student Affairs director no later than January 31, 2019 at selection@tue.nl.

**Article 6 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 the Built Environment, the Program Director of the AUBS Bachelor’s degree program, and a member of the Examination Committee of the AUBS 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 7 Weightings and determining the results from the selection rounds and the rankings**

a. Rankings are based on a combination of:
   1. the average VWO-5 grade (of the equivalent grade for international students and for students who have not taken VWO prior education) and
   2. the results of the cognitive skills test
   under the condition of taking part in all study program-related activities.

b. All the results will be converted into standard scores before being combined into an overall score. This overall score will be rounded up or down to two decimal places.

For determining the overall score, components (1) and (2) account for 2/3 and 1/3 respectively.

c. 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 2019-2020.

d. If two or more candidates tie for the same ranking based on the results from the various components, they will be ranked according to their VWO-5 grades. If any candidates are still ranked equally after this, their ranking will be determined by the drawing of lots.

**Article 8 Notification of the result**

a. Candidates who have not withdrawn will be notified of their ranking via Studielink on April 15, 2019.
b. Candidates may obtain further information about the result of the selection by sending an email to the Committee, who can provide an explanation of the scores for each component that led to the ranking.

**Article 9 Final provisions**

These regulations were adopted by the Dean of the Department of the Built Environment of Eindhoven University of Technology on September 30, 2018, and may be referred to as the Regulations on departmental selection criteria and procedure for the AUBS Bachelor's degree program 2019-2020.