Regulations on departmental selection criteria and procedure
for the Industrial Design Bachelor’s degree program
for the 2019-2020 academic year

The Dean of the Industrial Design department, 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 20, 2018 and the Department Council dated September 20 2018, hereby adopts the departmental selection criteria and procedure for the Industrial Design Bachelor’s degree program 2019-2020

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 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:
      o a Studielink registration,
      o a digitally completed application form in OSIRIS,
      o a list of the subjects taken in the penultimate year of the candidate’s pre-university education
      o a certified copy of the grade list.
   B For international students:
      o a Studielink registration,
      o a completed application form,
      o a certified copy of the grade list,
      o certified copies of existing diplomas, and
      o an English-language test.
3. The Executive Board has set the maximum number of students for the 2019-2020 academic year at 180.
4. Candidates with a functional impairment are covered by Article 4 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.
8. The selection procedure is in in English. This means that all the deliverables of the assignments needs to be handed in in English.

Article 2. Selection criteria

1. Selection for the Bachelor’s program Industrial Design is based on 5 criteria, which have been developed to assess whether a candidate is suitable as an Industrial Design student.
   a. Determining cognitive knowledge based on the average of a number of VWO-5 grades or their equivalent
b. Completion of 2 questionnaires (TU/e questionnaire and ID questionnaire),
c. Presentation of the homework assignment on the selection day,
d. An individual conversation on the selection day, among others based on the ID questionnaire,
e. A reflection assignment.
2. The TU/e questionnaire of criteria b is meant for self-reflection and does not contribute to the final ranking of the candidates.

 ARTICLE 3. SELECTION PROCEDURE

3.1 GPA of 5VWO grades

1. The VWO-5 grades of subjects that form part of the national written examination (Centraal Schriftelijk Eindexamen) 2019 form part of the selection process.
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 31, 2019 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, if no VWO-5 results are available.
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 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.
6. 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 number. Candidates who have been excluded will be notified of the fact by email within two weeks after Friday, February 1, 2019.

3.2 Two questionnaires

1. Candidates will receive an invitation to two online questionnaires, a TU/e questionnaire and an ID questionnaire no later than 11 February 2019. Candidates need to have completed these two questionnaires by 19 February 2019 at 23:59 hours at the latest, otherwise they will be excluded from participation in the remainder of the selection procedure.
2. These two questionnaires are intended for self-evaluation. The score of the TU/e questionnaire is not included in the ranking score. This questionnaire provides the candidate with more clarity about his/her motivation and skills. A part of the ID questionnaire will be discussed and assessed with a coach in the individual conversation on the selection day. In the ID questionnaire, the candidate gets acquainted with the educational system of Industrial Design.

3.3 Selection day

1. Together with the two online questionnaires, the candidate also receives an invitation to apply for one of the selection days by 11 February 2018, 23:59 hours latest. The selection days will take place on Thursday 7 March 2019 and Friday 8 March 2019. A 3rd selection day has already been reserved on Monday 11 March 2019. This additional selection day is only used when the number of candidates is too high to place on 2 selection days.
2. Candidates will receive the homework assignment via e-mail 2 weeks before their chosen selection day.
3. All candidates must take part in one of the selection days.
4. The assessment during the selection days is executed by a coach/tutor using a protocol. These coaches/tutors have followed a specific training for this.
5. On the selection day, the candidates each present their homework assignment in 5 minutes in small groups. After each presentation, the other candidates are requested to actively ask questions and give feedback to one another. After all presentations the coach/tutor will give feedback per candidate.
6. On the selection day, the candidates each have an individual interview (10 minutes) with the coach/tutor based. This conversation is partly based on their answers to the ID questionnaire.

3.4 Reflection assignment

1. The candidates receive the necessary information about the reflection assignment three working days before the selection day the selection day.
2. Within 1 week after the relevant selection day, the candidate must submit the reflection assignment via the mail/system.
3. The assessment of the reflection assignment is executed by tutors using a protocol. These tutors have followed a specific training for this.
4. If the candidate has not taken part in all the selection tests, you will not receive a ranking number. Candidates who do not receive a ranking number will be informed after the deadline of the reflection assignment.

Article 4 Back-up procedure for exceptions

Exceptions are in any event understood to mean:

a. 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.

1. 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.
2. In the Industrial Design selection procedure no extra time is needed for the questionnaires, homework assignment, and reflection assignment, as we give ample time for all parts. This allows them to take as much time as they need.
3. On the selection day everyone gives a presentation of 5 minutes. Candidates were able to prepare themselves for the task with ample time in advance. There is time allocated for further questions by fellow candidates, which gives them the opportunity to explain themselves further in case they have not had enough opportunity to do so.
4. The coach/tutor is being made aware of functional impairments and how to deal with them.
Re b.

1. The questionnaires are online and can be used by candidates who are not resident in the Netherlands.
2. 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 February 15, 2019 (selection@tue.nl). The reasons behind any such request should be given and backed up with evidence of the circumstances, if possible. After approval a Skype meeting will be planned to replace the selection day. These candidates will receive their homework assignment 2 weeks before the planned Skype meeting.
3. Digital footage of the deliverables of the homework assignment need to be send to id.selection@tue.nl before the Skype meeting.
4. Through Skype, the candidate will give a 5 minute presentation of the homework assignment, after which he receives feedback from the coach.
5. After the homework assignment, the individual conversation takes place, in which among others some questions of the ID questionnaire are discussed.
6. The candidate has 1 week after the Skype meeting to hand in his reflection assignment. More information about the reflection assignment is send to the candidate 3 working days before the Skype meeting.

If any candidate wishes to use these facilities, they should email the Education and Student Affairs director no later than February 15, 2019 at selection@tue.nl.

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 Industrial Design department, the Program Director of the Industrial Design Bachelor's degree program, 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 of the pre-school program counts for 50% of the final selection score, this is part 1. Part 2, 3 and 4 are the departmental part of the selection process. Part 2: the presentation of the homework assignment on the selection day counts for 20%. Part 3: the individual conversation on the selection day counts for 10%. Part 4: the reflection assignment counts for 20% on the final selection score.
2. Parts 2, 3 and 4 are assessed using rubrics. The results of each part is converted to standard scores. The 4 standard scores are combined into the final score.
3. The ranking number of the candidate is determined by comparing his/her final score with the other candidates. The participant with the highest total score gets the lowest ranking number, the participant with the next highest total score gets the ranking number, etc. taking into account the provisions of art. 9 subsection 3 of the Regulations on selection and placement of fixus programs for the Eindhoven Technical University TU/e 2019-2020.
4. In case two or more candidates are eligible for the same ranking number on the basis of the results of the different components, the VWO-5 score determines the mutual ranking.

**Article 7 Notification of the results**

a. Candidates who have not withdrawn will be notified of their ranking number 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 ([id.selection@tue.nl](mailto:id.selection@tue.nl)), who 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 Industrial Design department of Eindhoven University of Technology on September 25, 2018, and may be referred to as the Regulations on departmental selection criteria and procedure for the Industrial Design Bachelor’s degree program 2019-2020 and will be applicable as of October 1, 2018.