

## Department of the Built Environment

### Incoming student mobility Information sheet 2021 – 2022



*Building Vertigo – Department of the Built Environment*

#### Contact information

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#### Types of mobility student

At Eindhoven University of Technology, inbound mobility students are categorized in exchange students, free movers, and research students/Erasmus placement students. They all need to meet TU/e's eligibility criteria for incoming mobility students.

##### Exchange students

Exchange students should always be nominated by their home institution based on a student exchange agreement with TU/e Department of the Built Environment. Accepted students will be exempted from tuition fee and can be allowed to sign up for courses from our departmental master study program ABP (Architecture, Building and Planning). Students that have been accepted by a member of our academic staff for a thesis project or research internship, may do both (take classes and/or do a thesis project or research internship).

### Free movers

Free movers should be nominated for a study semester by their home institution. As their exchange is not based on any formal exchange agreement, the student will be charged the **statutory tuition fee rate** over the months of his TU/e enrollment, regardless of his nationality. Free movers may sign up for courses from our departmental master study program ABP and/or do a thesis project or research internship (on the condition that they have succeeded in finding a TU/e supervisor).

### Research students and Erasmus Placement students

To research students and Erasmus placement students a tuition fee waiver applies. These students are however not allowed to sign up for any courses at TU/e, but only have permission to carry out the research or thesis project they have been accepted for by our academic staff. Before applying in our online mobility tool for the respective internship, the student already need have come to terms with his TU/e supervisor on the content of the research, the start and end date of the project, and the number of ECTS credits involved. Note that students can only be officially accepted for a research internship or thesis project if our department is allowed to credit the respective project within the scope of credit mobility.

Our international office does not provide any service whereby student requests are matched with ongoing research projects. To find the most suitable supervisor at our department you can best consult [TU/e's online research database](#). Please make sure to set out your internship question in a controlled way. It is up to our researchers to decide whether or not they are willing to take students on for an internship, and it will certainly help your case if you can explain in depth to the respective researcher why you feel your internship might contribute to his/her specific field of research.

*Remark: it is not possible to participate in the graduation projects of our unit AUDE (Architectural Urban Engineering and Design). These projects are an inseparable part of the complete graduation phase and run over 3 quartiles (= one and a half semester).*

### PhD students

In The Netherlands PhD students do not have a student status, but instead they are employed by the Dutch university. For this reason applications of visiting PhD students from abroad are handled by our Human Resource Office. The departmental international office can only process mobility applications that are filed by MSc students. If you are a PhD student you can best contact your TU/e supervisor for more information.

## Academic calendar

The academic year is divided in semester A (autumn) and semester B (spring). Each semester is divided into two quartiles.

Semester A	
<b>Quartile 1 (Q1)</b>	
Lectures	September 6 – October 29, 2021
Exams	November 1 – 13, 2021
<b>Quartile 2 (Q2)</b>	
Lectures	November 15, 2021 – January 21, 2022
Exams	January 24 – February 5, 2022

Semester B	
<b>Quartile 3 (Q3)</b>	
Lectures	February 7 – April 8, 2022
Exams	April 9 – 23, 2022
<b>Quartile 4 (Q4)</b>	
Lectures	April 25 – June 24, 2022
Exams	June 27 – July 9, 2022

For additional information students can consult our webpage with [academic calendars](#).

## Nomination and application procedure

### Nomination

Home institutions should nominate their students by sending an e-mail to the international office of TU/e Department of the Built Environment: Henny Houben, e-mail: [h.a.m.houben@tue.nl](mailto:h.a.m.houben@tue.nl). In this e-mail the student's full name, gender, e-mail address, study field and study level should be mentioned. Nominated students should have an academic bachelor degree (or equivalent) in the required field of study.

### Nomination deadlines

for the autumn semester (A): **1 April**  
for the spring semester (B): **1 October**

### Application

As of the academic year 2021-2022 hard copy applications can no longer be accepted. All students should apply in our online mobility tool "Mobility Online". The URL, login credentials and additional information will be e-mailed to the student once he has officially been nominated for the exchange or internship by the international office of his home institution.

### Applications are possible

for the autumn semester (A): from 1 November till **1 May (deadline)**  
for the spring semester (B): from 1 May till **1 November (deadline)**

For more information students can consult our [departmental](#) and [institutional](#) webpages for inbound mobility students.

### **English proficiency requirements**

On [this page](#) the English language requirements for **non-EEA** students applying for a study semester or research/thesis internship are indicated. Note that your **nationality** determines whether you are an EEA\* or a non-EEA\* student. These statuses do **not** depend on the country in which your home university is located. Our English language requirements are very strict. This means that we do not accept any other language test result forms than the ones indicated on our website.

\*[EEA = European Economic Area](#)

## **Accommodation**

[Housing](#) can only be applied for by *exchange* students that will stay at TU/e for a full semester. An application for housing can be filed in our online mobility tool as part of the exchange application. As all accommodations will only be rented out for the duration of a full semester, it is not possible to provide accommodation to students that will only be at TU/e for a part of the semester. It is also not possible for free movers, research students and Erasmus placement scholars to apply for accommodation.

Due to the shortage in student accommodations in Eindhoven, there is a limit to the number of exchange students that we can accommodate. Students applying for housing will be put on a waiting list and will be informed in June (sem A applications) or December (sem B applications) whether their accommodation application has been successful. The final allocation will be decided by lot.

Students that would like to/need to find housing on the private market, are advised to look at the [short stay housing options](#) suggested by our institutional accommodation office.

## **Visa applications**

Information on residence permits and visa can be found [here](#). If you need a student visa to enter The Netherlands, this will be taken care of by our institutional international office. Students cannot do this themselves. TU/e will contact the student on this issue once his mobility application has been approved by TU/e.

## **Insurances**

On [this page](#) you will find information about insurances that are compulsory by the Dutch government. It is the student's own responsibility to take care of the compelled insurances. It is therefore not necessary to send us any hard copies of the respective insurance policies.

## Composing your study plan

### Language of instruction

The language of instruction of all TU/e study programs is English.



### Master's program Architecture, Building and Planning (ABP)

Exchange students and free movers should choose their courses from our departmental master study program ABP that is outlined [here](#). From this site you can also download the most recent *course overview ABP-CME*. This overview is yearly updated around July. Students that apply for the autumn semester (A) should therefore base their study program on the overview of the preceding academic year.

The *course overview ABP-CME* is divided in the autumn semester (A) = quartiles 1 and 2, and the

spring semester (B) = quartiles 3 and 4. In the column furthest left you can see that the master study program ABP consists of four specializations:

- AUDE Architectural Urban Design and Engineering
- BPS Building Physics and Systems
- SED Structural Engineering and Design (= *civil engineering*)
- USRE Urban Systems and Real Estate

### Important

*Although all specializations (AUDE, BPS, SED and USRE) are part of the same master study program (ABP), they should be considered as separate MSc study programs. We therefore advise you to only choose courses from the specialization that relates to your own field of study. If you would like to include a course from another ABP specialization, you must make sure to meet the course requirements. In case of doubt you can contact the responsible lecturer directly.*

The following applies to the colors in the above mentioned course overview ABP:

- \* The distinction in *orange* and *blue* colored courses only applies to our regular students and is of no concern to exchange students and free movers.
- \* The courses that are marked *purple* under *all programs* are suited for students from all built environment disciplines.
- \* The *grey* marked internships are not open to mobility students as they concern traineeships outside of the TU/e.
- \* Courses that are marked *red* are graduation related projects and are therefore not open to mobility students.

### Taking courses from other TU/e Departments

Only with the prior consent of the international offices of both TU/e departments, students can be allowed to sign up for MSc courses that are offered by another TU/e department. Students should however generate at least 60% of their total credits from courses that belong to the master study program ABP.

## Osiris course catalogue

For more information on the content of specific courses you can consult [Osiris course catalogue](#). This part of the Osiris program is freely accessible. Please make sure to select the right academic year and the right quartiles. You should only select quartiles starting with "G" ("G" stands for Graduate school (= master) level courses). Do not choose for Block 1, 2, 3 or 4 as this will generate a survey of our bachelor level courses.

## Time slots

The time slots in our study program are there to help you avoiding clashes in your personal timetable. You should make sure not to pick any courses that are scheduled for the same time slot. If you do, it will *for sure* cause problems with your course and/or exam schedule later on (overlap of courses and/or exams)! The supplementary numbers (e.g. A1, A2) are not relevant, as our department only works with full time slots (A, B, C, D, and E).

## Study load

You are advised to sign up for at max. 15 ECTS credits per quartile (=  $2 \times 15 = 30$  ECTS per semester), which is the average study load. Our online system Osiris will block if students try to sign up for more than 20 ECTS in a quartile.

## Availability of courses

Of some courses the capacity is limited. As all courses are subject to availability, participation in a course can never be guaranteed. This means that even if we do approve your learning agreement, it may be possible that you need to alter your choices later. In due time accepted students will be notified when the online course registration in Osiris opens and closes for their semester, and they will be sent an e-mail with additional instructions. Note that the actual course registration in Osiris is the student's own responsibility. This will not be taken care of by TU/e.



## Dutch language courses

The [TU/e Language Center](#) provides Dutch courses at a variety of CEFR levels. You are free to include a Dutch language course in your learning agreement but it is good to know that the capacity of these courses is very limited and that the interest of students in these courses is always quite high.

### Restrictions

#### Bachelor study program AUBS

Exchange students and free movers that are accepted by the Department of the Built Environment are not allowed to sign up for any *bachelor* level courses. This means that they cannot select courses that belong to our BSc study program AUBS (Architecture, Urbanism and Building Sciences).

#### Master level projects:

Due to the limited capacity, students can only sign up for one (1) master level project in a semester. All 10 ECTS course components in our ABP study program are considered master level projects. This restriction has been introduced to offer all exchange students and free movers the opportunity to participate in a project. Students that would like to sign up for a master level project in the field of architecture, will later on be given the opportunity to indicate a preference for one of the available projects (design studios) in this field. Although we

will take all preferences into account as far as possible, no rights can be derived from this. Since all projects are equipollent, students should regard every architecture studio as a suitable alternative.

#### Seminar Urbanism and Architecture (course code 7QX5M0)

Every quartile a number of seminar topics will be offered. Our regular (degree seeking) students are compelled to take this seminar as part of their TU/e MSc study program. These regular students will therefore have priority over the exchange students and free movers. Note that not all the seminars that are offered may be suited for international students (e.g. when they include Dutch literature search). All seminars have the same course code, and as students cannot be credited for the same course code twice, this means that you cannot take more than one (1) seminar during your exchange.

### **Learning agreements**

The learning agreement is a *compulsory* part of the required exchange application documents. In this document your choice of courses (or your internship) will be approved by all parties involved (yourself, your home institution, and TU/e). Please note however that an approved learning agreement only means that you are permitted to sign up for the courses that are mentioned. It does not mean that your participation in these courses is guaranteed. The capacity of some courses is limited, and as our course program may slightly change during the academic year, no rights can be derived from the learning agreement, as it does not give any guarantees about the availability of the specified courses. This also implies that it might be possible that your learning agreement needs to be altered once the actual course registration in Osiris opens. More information on the actual course registration in Osiris will be e-mailed to students once their acceptance by TU/e is final.

### **Credit system**

At TU/e European Credits (EC's) are used (ECTS = European Credit Transfer System). One (1) EC credit represents 28 hours of study load (lecture hours and self study hours).

### **Nominal study program duration**

- Bachelor programs: 3 years.
- Master programs: 2 years.

### **Grading system**

Our institutional grading system is explained on the last page of the transcript of records. The scale runs from 1 – 10 whereby 1 is the lowest, and 10 the highest grade. The lowest pass grade is 5.5. TU/e does not work with the ECTS grading scale.

In our institutional grading system a grade always represents the same, fixed value. This means that a grade does never indicate a student's relative performance as it never depends on the number of students that obtained a higher or lower result. This also means that we cannot generate any general average grades for a course to which individual student results can be compared.

## Good to know

Do not forget to download our [exchange booklet](#) and to study the additional information on our [institutional](#) webpages for incoming mobility students.

Accepted mobility students automatically become a member of our departmental study Association [CHEOPS](#) and are most welcome to join the activities CHEOPS organizes.



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