

## Department of the Built Environment

### Incoming student mobility Information sheet 2023 – 2024



*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* are 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 are 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* are 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 should 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).*

## Special status PhD students

In the Netherlands PhD students do not have a student status but are instead employed by a Dutch university. Applications of visiting PhD students from abroad are therefore handled by our Human Resource Office. Successful applicants will receive the status of *visiting researcher*.

### Exception:

PhD students that need to be credited for their internship by TU/e, will need a student status at TU/e. If so, their application needs to be handled by the international office. Successful applicants will receive the status of *visiting research student*.



## Academic calendar

The academic year is divided in semester A (autumn) and semester B (spring). Each semester is divided into two quartiles. For additional information students can consult our webpage with [academic calendars](#).

Semester A	
<b>Quartile 1 (Q1)</b>	
Lectures	September 4 – October 27, 2023
Exams	October 30 – November 11, 2023
<b>Quartile 2 (Q2)</b>	
Lectures	November 13, 2023 – January 19, 2024
Exams	January 22 – February 3, 2024

Semester B	
<b>Quartile 3 (Q3)</b>	
Lectures	February 5 – April 5, 2024
Exams	April 8 – April 20, 2024
<b>Quartile 4 (Q4)</b>	
Lectures	April 22 – June 21, 2024
Exams	June 24 – July 6, 2024



## 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*: Ms. Henny Houben, e-mail: [exchange.be@tue.nl](mailto:exchange.be@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

Hard copy applications cannot be accepted. All students need to apply in our *Mobility Online* tool. The URL, login credentials and additional information will be e-mailed to the student upon the receipt of his nomination.

### 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**

All our education is conducted in English. To proof their mastery of the English language, students with a European (EEA) nationality can suffice by having a specific TU/e form signed by their home university. This document can be downloaded during the online application. 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.

At current the student housing market in Eindhoven is extremely tight. It is therefore not yet sure if, and to which extent, students can be accommodated by TU/e in the 2023-2024 academic year. 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. You are advised to also pay attention to the *tips and tricks* mentioned on our webpage about [housing for incoming students](#).

[Hospi Housing](#) is a platform where students and hosts/host families in Eindhoven can find each other. The municipality is the commissioning party and Fontys, TU/e and the Design Academy Eindhoven are collaborative partners. Hospi Housing looks for and verifies hosts and host families and helps them with taking a student into their homes (temporarily). At the same time, they represent the student, making sure the student doesn't pay too much and that they have a safe place.

## **Visa applications**

If you will be staying in the Netherlands for more than 90 days, TU/e will apply for your student visa. In this case you cannot apply for the visa yourself. Accepted students will be contacted about the visa once their mobility application has been approved by TU/e. If you will stay in the Netherlands for less than 90 days, you need to apply for a short stay visa yourself in your home country. More information on residence permits and visa can be found [here](#).

## Insurances

On [this page](#) you will find information about insurances that are compulsory by the Dutch government. It is your 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

*important – please read through thoroughly!*

### 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 that are hosted by our department, need to choose their courses from our departmental master study program *Architecture, Building and Planning (ABP)*. [Here](#) you can find an outline of this program. In the download section at the bottom of the webpage, you can find the summarized *course overview ABP-CME*. This overview is updated yearly around July. Students that apply for the autumn semester (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 on the left of the course overview 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 best contact the responsible lecturer directly.*

### How to find a course

Our [Osiris course catalogue](#) can be of help to you in composing your exchange study program. You can search by (for instance) course codes or course names. If you thereafter click on the found course, a page with more information will open. On that page you have among others the option to open the field *content* where you can read more about its learning objectives and content.

You can also use the catalogue to filter out all courses from our master study program ABP in your field of study that will be lectured during your exchange semester. To do so:

- Select "courses",  
Select 2023 as the academic year.
- Select block GS1 and GS2 (= sem A) or GS3 and GS4 (=sem B).  
*note: (GS= 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!)*
- Course type: graduate school.
- Faculty : the built environment.
- capacity group: Unit .....

The tool will then generate a survey of courses that meet these selection criteria. By clicking on a specific course, a page with additional information will open (including content, entrance requirements and responsible lecturer). You can use the tabs *quartile* and *time slot* to check your personal course selection for possible timetable clashes.

### Time slots

The time slots in our study program are there to help 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).

#### **Important:**

*All our 10 EC projects are scheduled for a full semester, so for two time slots. Osiris catalogue only shows the quartile in which the project starts. You must however bear in mind to also keep the project time slot(s) free for the adjacent quartile!*

### Credits and study load

We use the European Credit system. One (1) European Credit (EC) is the equivalent of 28 hours of study load (= combination of lecture hours and self study hours). You are advised to sign up for 15 European Credits (EC) per *quartile* (=  $2 \times 15 = 30$  EC per semester), which is the average study load. To prevent too heavy study loads, the system will automatically block if you try to sign up for more than 20 EC in a *quartile*.

### Restrictions

#### Bachelor study program AUBS

Our departmental **bachelor** study program AUBS (Architecture, Urbanism and Building Sciences) is **not** open to exchange students.

#### Internships

You cannot sign up for an internship in Osiris. The internships that are listed in Osiris course catalogue and in the ABP/CME course survey all concern internships that take place outside of TU/e. These external internships are not open to exchange students.

#### Master level projects

You are not allowed to sign up for more than one (1) master level project in a semester. All 10 EC course components in our ABP study program are considered master level projects. Students that choose 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 several seminar topics are offered. All these seminars have the same course code (= 7QX5M0) and as students cannot be credited for the same course code twice, this means that you cannot get credits for more than one (1) seminar.

Graduation related courses

Since you will not graduate from TU/e, you are not allowed to sign up for any graduation related projects.

**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.

**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 on. In due time accepted students will be notified when the online course registration in Osiris opens and closes for their semester, and they will receive an e-mail with additional instructions. Note that the actual course registration in Osiris is your 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.

**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.

**Nominal study program duration**

- Bachelor programs: 3 years – credits: 180 European Credits (EC).
- Master programs: 2 years: - credits: 120 European Credits (EC).

**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.

### Study association CHEOPS

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



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*Henny Houben*

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