Regulation Matching & Selection Criteria and Procedure
BSc Computer Science and Engineering
Academic year 2020/2021
Preamble

The dean of the faculty of Electrical Engineering, Mathematics and Computer Science, having regard Article 3 of the TU Delft Selection and Placement Regulations and after having received advice from the Faculty Student Council on 10 July 2019, establishes the following Regulation Matching & Selection Criteria and Procedure for the bachelor programme Computer Science and Engineering 2020-2021.

1. General regulations

1.1. The execution of this regulation is appointed to the Committee Selection Computer Science and Engineering, hereafter referred to as the Committee.

1.2. The Executive Board of the TU Delft has set the maximum amount of students for the academic year 2020-2021 at 500, taking into account Article 9, Clause 3 of the TU Delft Selection and Placement Regulations.

1.3. The Committee will, in accordance with the GDPR, only communicate about the participation of a candidate with that particular candidate. Only in exceptional cases, like severe personal circumstances, will communication be allowed with parents and/or legal guardians.

1.4. Candidates who have been diagnosed with a learning disability and/or are experiencing extenuating circumstances can request extra time for the Cognitive Skills Tests, by contacting selection-bsc-cse@tudelft.nl. Requests need to be supported with documentation (e.g. a medical or psychological statement) and should be submitted before February 15th. As this concerns privileged information, these requests will be handled by the academic counsellors, who can consult the Committee if necessary.

1.5. All dates are listed as dd/mm/yyyy. Times in this regulation are in Central European Time (CET), Dutch local time.

1.6. The entire Matching & Selection procedure and communication about this procedure is in English. Candidates are required to answer all questions in English as the BSc Computer Science and Engineering is fully taught in English.

2. Participating in the matching and selection procedure

2.1. A candidate can only participate in the matching and selection procedure with a valid and fully completed registration request for the programme Computer Science and Engineering, via the Dutch national enrolment system for higher education entitled Studielink, before the deadline of January 15th.

2.2. Candidates with a non-Dutch education diploma (=VWO)¹, must also register in Osiris (osiaan.tudelft.nl) and submit a complete application package before the deadline of January 15th to enable them to participate in the matching and selection procedure.

¹ Candidates should have a secondary school diploma equivalent to the Dutch pre-University diploma (=VWO)
2.3. Participating in the matching and selection procedure or receiving a ranking number, does not automatically mean that a candidate meets the stated educational prerequisites for admission. Verifying entry requirements, such as prior education, is outside the scope of the Regulation Matching & Selection Criteria and Procedure as well as the matching and selection procedure. Information about the entry requirements can be found on the admissions pages of the TU Delft website.

2.4. A candidate can only participate once per academic year. The results of the matching and selection procedure are only valid for that particular matching and selection procedure which selects candidates for the upcoming academic year.

2.5. A candidate may participate up to three times in the matching and selection procedure of the BSc programme Computer Science and Engineering. An active request for enrolment in Studielink after January 15th will count as a selection opportunity, even if a candidate does not participate nor completes the matching and selection procedure.

2.6. Candidates who have previously been enrolled in the Computer Science and Engineering programme, but who have discontinued their studies due to a negative BSA are only allowed to re-apply for this programme after 4 years. These candidates have to (re-) participate in the matching and selection procedure, before being able to be re-admitted.

3. Selection criteria

3.1. On the basis of the end terms of the programme the following three criteria have been distilled that form the basis for the selection for the bachelor Computer Science and Engineering:

3.1.1. Mathematics
3.1.2. Systematic Reasoning & Logical Thinking
3.1.3. Algorithmic & Computational Thinking

3.2. Several steps are defined to select candidates, some of which are not necessarily linked to a single selection criterion, but are part of the matching and selection procedure.

3.3. It is assumed that at the time of the matching and selection procedure candidates will (almost) meet all admissions requirements. The skills and knowledge inherent from the admission requirements have been used as a starting point for the development of the tests.

4. Selection & Matching procedure

4.1. Selection General

4.1.1. The candidate is responsible to ensure that the email address used in the matching and selection procedure by the candidate is equivalent to the email address used for Studielink.

4.1.2. The candidate is responsible for checking messages in their inbox and spam folder during the entire matching and selection procedure.

4.1.3. Validating completion of the tests will be based on candidates’ e-mail address.
4.1.4. All the assessments and tests have to be started and completed within the specified time frame.

4.1.5. The candidate is responsible for assuring a well-functioning internet connection.

4.1.6. In general the rule applies that the candidate will need to take the tests as under regular (Dutch) exam sittings, which means that they will need to take the tests individually and without other sources of information.

4.1.7. The following items are allowed to be used during the tests: a dictionary in book form, identification card or passport and blank paper in single sheets, pencils/pens.

4.1.8. A calculator is not allowed, nor is a calculator on a mobile device, neither a second computer.

4.1.9. Only candidates who have completed all three steps of the selection and matching procedure - consisting of the elements as listed in 4.2.1, 4.2.7 and 4.2.17 - within the stated time frames and before the deadlines in a meaningful way, will receive a ranking number.

4.1.10. Those who fail to complete all three steps in a meaningful way within the stated time frames and before the deadline will be excluded from the matching and selection procedure. Candidates will not receive a ranking number and will have used a selection opportunity. Excluded candidates will be informed by e-mail within six weeks after the test period has ended.

4.1.11. Candidates are required to report any issues encountered that might affect the outcome of their score within 48 hours after they have occurred and before the deadline of that respective assessment or test period (see Annex 1 for the Timeline). Candidates who are taking the CST on campus are recommended to report any issues immediately to the invigilator.

4.2. Selection Method

4.2.1. Step 1 Non-Cognitive Skills Assessment (=NCSA)

The Non-Cognitive Skills Assessment consists of the following three elements:

4.2.1.1. Online Student Experience
4.2.1.2. Motivation & Perseverance Questionnaire
4.2.1.3. Group Work Questionnaire

4.2.2. The candidate receives an invitation for step 1 the Online Non-Cognitive Skills Assessment (=NCSA) at least one week before the start of the assessment period. See Annex 1 for the Timeline.

4.2.3. The possible score that a candidate can get for each of the three elements of the online NCSA is 0 (did not fill out in a meaningful way) or 1 (filled out in a meaningful way). An answer is considered meaningful when it directly relates to the question asked. All serious attempts are considered meaningful, not answering a question is considered not meaningful.
4.2.4. Candidates who fail to complete all three elements of the Non-Cognitive Skills Assessment (=NCSA) within the set timeframe in a meaningful way, will score a 0 and will be excluded from the matching and selection procedure.

4.2.5. All candidates who have completed all three elements of step 1 the online Non-Cognitive Skills Assessment (=NCSA) in a meaningful way will be invited at least one week before the start of the test and assessment period to participate in the next steps of the matching and selection procedure: the Cognitive Skills Tests and the Self-Reflection Assessment. See Annex 1 for the Timeline.

4.2.6. Performance in the Non-Cognitive Skills Assessment (=NCSA) will not be used to determine the final ranking. Candidates are not expected to prepare for the NCSA.

4.2.7. Step 2 Cognitive Skills Tests (=CST)
The Cognitive Skills Tests consist of the following three elements:
   4.2.7.1. Mathematics (40%)
   4.2.7.2. Systematic Reasoning & Logical Thinking (20%)
   4.2.7.3. Algorithmic & Computational Thinking (40%)

4.2.8. Mathematics and Algorithmic & Computational Thinking will each count for 40% of the final selection score. Systematic Reasoning & Logical Thinking will count for 20% of the final selection score.

4.2.9. Candidates who fail to complete all three elements of the CST within the set timeframe will be excluded from the matching and selection procedure.

4.2.10. After having completed all three elements of step 2; the Cognitive Skills Tests, candidates can complete step 3; the online Self-Reflection Assessment, within the same test period and herewith finalize their matching and selection procedure.

4.2.11. For applicants who will take Step 2 online, the Cognitive Skills Tests (CST) are proctored, which means that candidates are “followed” online to check whether the test is completed under the correct conditions. Candidates will receive a manual about the online proctored tests. This manual describes the strict regulations that candidates need to follow when taking the Cognitive Skills Tests (CST).

4.2.12. By taking the online proctored tests, candidates agree upon making and monitoring video recordings, keystrokes, and screenshots. An examiner will have access to this data to judge if the tests were completed according to the regulations. Collected data will only be used for this purpose. The collected data will be destroyed if it is clear whether the candidate is admitted or not and the objection period has ended.

4.2.13. Candidates can sign up for the CST slots available at TU Delft. For those who prefer to take the CST online a total of 175 slots will be available. Candidates from the Dutch overseas territories who reside there will have preference to take the CST online, as long as they sign up before the stated deadline. Candidates will be informed before the 1st of February how to sign up for the CST. Seats will be allocated in sequence of
Candidates who do not sign up, will be assigned a seat for one of the on-campus options.

4.2.14. The Cognitive Skills Tests (CST) can only be taken once at any time before the stated deadline (see Annex 1 for the Timeline). Once a candidate starts with the Cognitive Skills Tests they need to complete all three elements of the CST within the same exam (proctoring) session.

4.2.15. Candidates can go forward and backward within a test, but the order of the three tests has been set in the order as stated in 4.2.7. The sequence of the questions in the CST are designed in such a way that the questions become gradually more difficult, within all three elements of the CST, as the tests progress. Once a test is completed, a candidate progresses to the next test and cannot go back to the previous test.

4.2.16. The time for each of the three elements of the CST is limited. The maximum time per element is communicated beforehand. A counter showing the remaining time will be visible during the test.

4.2.17. Step 3 Self-Reflection Assessment (=SRA)
As a final step candidates will reflect on their application in the Self-Reflection Assessment.

4.2.18. The possible score that a candidate can get for the SRA is 0 (did not fill out in a meaningful way) or 1 (filled out in a meaningful way). An answer is considered meaningful when it directly relates to the question asked. All serious attempts are considered meaningful, not answering a question is considered not meaningful.

4.2.19. The SRA score is not included in the final score on which the ranking is based. However, when a candidate scores a 0 for step 3 SRA, this means that the candidate has not completed this part of the procedure and will therefore be excluded from the matching and selection procedure.

4.2.20. Candidates cannot prepare for the SRA.

4.3. Preparing for the Selection tests

4.3.1. Step 2a Cognitive Skills Tests (=CST) – Mathematics (40%)
This test will test the potential mathematical capacities. Candidates can prepare for Mathematics with the free online pre-university calculus course developed by the TU Delft. The time for this element within the CST is limited to one hour, a counter showing the remaining time will be visible during the test.

4.3.2. Step 2b Cognitive Skills Tests (=CST) – Systematic Reasoning & Logical Thinking (20%)
This test will test the systematic reasoning and logical thinking capacities. Candidates can prepare for Systematic Reasoning & Logical Thinking with material that will be provided online at least two weeks before the start of the CST. The time for this element within the CST is limited to one hour, a counter showing the remaining time will be visible during the test.
4.3.3. **Step 2c Cognitive Skills Tests (=CST) – Algorithmic & Computational Thinking (40%)**

This test will test the potential of candidates to solve puzzles, process-oriented thinking and their ability to come up with efficient solutions to real-world computational problems. Candidates cannot prepare for Algorithmic & Computational Thinking. The time for this element within the CST is limited to one hour, a counter showing the remaining time will be visible during the test.

4.3.4. All three elements of the CST combined will take a maximum of three hours in total to complete.

5. **Fraud**

5.1. The Committee will ask the candidate to cooperate in collecting evidence, if a candidate is flagged with suspicious behaviour or is caught performing fraudulent behaviour. The suspected candidate will be interviewed and given the chance to respond in writing to the report of the Committee. During the investigation of the case, the candidate is allowed to finish the matching and selection procedure.

5.2. The Committee concludes whether fraud has been committed. Candidates who have committed fraud will be penalized, with the sanction varying from being awarded zero points on the specific section of the tests to exclusion from the entire matching and selection procedure, depending on the severity of the fraud. The decision about fraud and the corresponding sanction will be made by the Committee on behalf of the dean.

5.3. A candidate who is excluded on the basis of fraud, will be excluded from the matching and selection procedure of that particular year only. The candidate does not receive a ranking number and is considered to have used up a participation opportunity. A candidate can object to this decision.

6. **Establishing the outcome of the matching and selection procedure and ranking**

6.1. Each candidate must take part in all components of the matching and selection procedure in a meaningful way in order to qualify for the ranking number. If the candidate fails to take part in one or more components, the candidate will be excluded from the procedure and will not receive a ranking number.

6.2. The obtained ranking number is only valid during the selection and admission procedure preceding that specific academic year. It is not possible to use your ranking number for later academic years if you de-register before the 1st of September, unless severe personal circumstances occur. If the latter is the case a candidate can submit a substantiated request for an exemption to selection-bsc-cse@tudelft.nl This request will be evaluated by the Committee.
6.3. The score of each element of the CST is determined by the number of correct answers. These individual scores will be converted to standardized z-scores before they are combined into a final score.

6.4. The ranking number of a candidate is determined by their final tests scores, which is based on the three elements as stated in Article 4.2.8. Their final tests scores are compared to other candidates, so-called z-scores. As a result there is no fixed pass or fail grade. Higher final tests scores result in better (=lower) ranking numbers. The candidate with the highest final score receives the lowest ranking number, the candidate with the second highest final score receives the next ranking number, et cetera.

6.5. If two or more candidates qualify for the same ranking number, the score on the mathematics element determines the ranking between these candidates. If this is not sufficient to obtain a ranking, the ranking number will be assigned by lot.

6.6. The ranking number will be ascertained by the Committee.

7. **Announcement of ranking number and further procedure**

7.1. Candidates who have completed the matching and selection procedure in a meaningful way will receive their ranking number on the 15th of April through Studielink.

7.2. Candidates will receive an overview of their tests scores as converted into standardized z-scores, after they have received their ranking number. No further feedback on the scores will be provided. For reasons of confidentiality and objectivity we will not communicate about the method and evaluation of the criteria, nor is it possible to review the tests or individual answers given. Candidates who would like more information regarding the compilation of their test scores can contact selection-bsc-cse@tudelft.nl

7.3. When a candidate is offered a place for the bachelor programme Computer Science and Engineering, the candidate has 14 days to accept this offer in Studielink. In case this offer is not accepted in Studielink within that time frame, the reserved spot will be made available for the next candidate with a ranking number who is waiting in line and hasn’t received an offer yet.

7.4. Non-EU candidates that need a visa/residence permit in order to enter the Netherlands, can only be supported in their application procedure by the Contact Centre, when they are offered a place before June 15th, as it is too late to successfully complete all required steps in the registration process after this date.

7.5. In case situations occur in which this Regulation does not provide, the Committee will decide, on behalf of the dean, which actions and/or measures to take.
8. Final provisions

This regulation has been established by the Dean of the faculty of Electrical Engineering, Mathematics and Computer Science of the TU Delft, on 1st September 2019, and can be cited as Regulation Matching & Selection Criteria and Procedure for the bachelor program Computer Science and Engineering. This regulation applies to the Matching & Selection procedure executed in the year 2019/2020 for placement in the academic year 2020/2021 in the bachelor program Computer Science and Engineering.
9. Annex 1 Timeline

Timeline
Application and Matching & Selection BSc CSE 2019/2020

1. Application
   A. Apply in Studielink
   B. Activate your TUD Net ID
   C. Continue in Osiris

Apply from 1st Oct - 15th Jan 23:59 CET

2. Register for CST
   After completion of application you will receive an invite to sign up for the CST

Sign up for CST 23rd Jan 13.59-23.59 CET

3. Take NCSA
   Non-Cognitive Skills Assessment online

NCSA 31st Jan - 14th Feb 13:59 CET

4. Confirmation slot CST
   After completion of NCSA you will receive an unconditional confirmation of CST slot

Receive CST/SRA invite before 28th Feb

5. Take CST & SRA
   A. Cognitive Skills Tests (CST) at TU Delft
   B. Self-Reflection Assessment online

CST & SRA 28th Feb - 17th Mar 13:59 CET

6. Ranking
   Studielink informs student of rank#

Receive ranking# starting 15th April

7. Accept & Finalize
   A. Accept your spot within 2 weeks
   B. Finalize registration in Studielink

Accept spot within 2 weeks

Start in time, all deadlines are fixed!

* You can take the CST at TU Delft on different dates, only 1.75 spots are available online

Timeline V1.5